## HONORS STUDENT OFFICE ASSISTANT

**Fall 2024 Honors Student Leadership Team**

<table>
<thead>
<tr>
<th>Role</th>
<th>Honors Student Office Assistants provide organizational support and clerical assistance to the Honors Program office. Serve as a knowledgeable representative of the Honors Program.</th>
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| **Description** | Honors Student Office Assistants will:  
- Contribute to a welcoming environment within the Honors Program office.  
- Serve as the office receptionist while on duty, which includes welcoming guests, answering questions about the Honors Program, and answering phone calls.  
- Complete clerical tasks as assigned during work shifts.  
- Check in students for appointments.  
- Organize materials for Honors Mindset Seminar, which may include copying and collating handouts.  
- Assist with other duties, as assigned.  

Preference is given to students who have blocks of time (2-3 hours) available, as well as availability to cover a lunch hour.  

This position is for the fall semester only. Continuing for the spring semester is possible though contingent on performance as well as student availability. |
| Benefits | ✓ $14 per hour.  
✓ Build relationships with students and staff.  
✓ Enhance skills in: working in a professional office environment, communication, time management, organization. |
| Hours per Week | Approximately 4-8 hours per week, which will include a consistent weekly schedule. Additional hours may be possible and could vary based on staff and office needs. |
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