



## HONORS STUDENT OFFICE ASSISTANT

*Fall 2026 Honors Student Leadership Team*

<b>Role</b>	<b>Honors Student Office Assistants</b> provide organizational support and clerical assistance to the Honors Program office. Serve as a knowledgeable representative of the Honors Program.	
<b>Description</b>	<p><b>Honors Student Office Assistants</b> will:</p> <ul style="list-style-type: none"> <li>• Contribute to a welcoming environment within the Honors Program office.</li> <li>• Serve as the office receptionist while on duty, which includes welcoming guests, answering questions about the Honors Program, and answering phone calls.</li> <li>• Complete clerical tasks as assigned during work shifts.</li> <li>• Check in students for appointments.</li> <li>• Organize materials for Honors Mindset Seminar, which may include copying and collating handouts.</li> <li>• Assist with other duties, as assigned.</li> </ul> <p>Preference is given to students who have blocks of time (2-3 hours) available, as well as availability to cover a lunch hour.</p> <p>This position is for the fall semester only. Continuing for the spring semester is possible though contingent on performance as well as student availability.</p>	
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• \$15 per hour;</li> <li>• Build relationships with students and staff;</li> <li>• Enhance skills in: working in a professional office environment, communication, time management, organization.</li> </ul>	
<b>Hours per Week</b>	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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