I. EDUCATIONAL BENEFITS TO BE DERIVED BY STUDENTS IN THIS JOB:

Students who serve as TRIO Ambassadors will learn transferable leadership, personal, and professional skills. They will receive training and experience in enhanced communication, problem-solving, project management, mentorship, and they will develop their professional network and enrich their college experience.

II. SUMMARY OF JOB:

Administrative Duties
1. Perform reception, clerical, and data entry tasks; answer questions and refer students to campus and community resources as needed
2. Maintain an active and visible role in the TRIO Lounge by keeping regular office hours
3. Participate in TRIO recruitment activities: leading campus tours, tabling at info sessions, visiting classrooms, calling prospective TRIO participants, and representing TRIO at events
4. Monitor activity and create postings on the TRIO Canvas course, providing students with online resources for academic, financial, and personal success.
5. Design marketing materials for program events (flyers, social media posts, etc.)

Event Coordination & Facilitation
1. Plan, coordinate, and/or facilitate monthly workshops designed to assist students’ academic, personal and social growth. Examples of hands-on workshops include FAFSA completion, scholarship application lab, creating a weekly planner, stress management techniques, and test preparation tips
2. Facilitate small student networking events each quarter, inviting attendees and designing networking sessions based on commonalities among SSS students. For example, one session might be for student parents, another for allied health program students, or one for those with similar study skills barriers.
3. Participate in other TRIO workshops and activities and serve on student panels as requested
4. Maintain a special focus on coordinating and facilitating financial literacy workshops on a quarterly basis

Campus Leadership
1. Collaborate with ASBTC Execs, student clubs, DEI program to promote and encourage student participation in campus activities/events
2. Represent TRIO student voice/needs while attending ASBTC and college committees

Peer Mentorship
1. Assist peers in learning about resources and encouraging attendance at campus events
2. Facilitate study tables and drop-in peer support opportunities in the TRIO Lounge
3. Maintain strict confidentiality of all student information, material, and discussions

Schedule Guidelines:

- Work Study employees may not exceed the wages and hours referenced in the referral.
- 15-minute break per 3+ hr shift
- After consecutive 5hrs, ½-hour lunch required
- Hours must be submitted and approved by supervisor by payroll deadlines
- Employment subject to continued eligibility
- See referral for additional details
III. MINIMUM QUALIFICATIONS:
1. Available for 10-12 hrs per week. Note: may require occasional evening/weekend event support
2. Have a desire to serve as a positive role model for TRIO Participants and willing to share about their own college adjustment challenges
3. Minimum GPA of 3.0
4. Intending to maintain 6+ credits each quarter of employment
5. Enrolling at BTC for the entire 2024-2025 academic year
6. Be a current TRIO student or eligible to join TRIO (first-gen, low-income, or documented disability)

IV. AVAILABILITY REQUIREMENTS OR EXPECTATIONS:
1. Take initiative and work independently and collaboratively within a team.
2. Punctual, dependable, and able to maintain confidentiality of student information.
3. Communicate effectively and courteously with students, faculty, staff, and the general public in a fast-paced office environment

V. TYPICAL EQUIPMENT USED:
Computer/Laptop (PC not Mac); keyboard and mouse; dual monitors; printer/copy machine; multi-line phone; scanner

VI. PHYSICAL REQUIREMENTS:

<table>
<thead>
<tr>
<th>Sitting:</th>
<th>x</th>
<th>Walking:</th>
<th>x</th>
<th>Bend at waist:</th>
<th>x</th>
<th>Climbing Ladders Stairs:</th>
<th>x</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing:</td>
<td>x</td>
<td>Crawling:</td>
<td></td>
<td>Kneeling/squatting:</td>
<td>x</td>
<td>Reach above shoulder:</td>
<td>x</td>
</tr>
<tr>
<td>Pushing/pulling:</td>
<td>x</td>
<td>Lifting (up to 50 lbs.):</td>
<td>x</td>
<td>Carrying:</td>
<td>x</td>
<td>Repetitive arm/hand movements:</td>
<td>x</td>
</tr>
</tbody>
</table>

VII. ADDITIONAL NOTES:
Ideally, position will start Summer 2024 but starting in Fall 2024 is acceptable.

**************************************************SFR Office Use Only**************************************************
Job Title: Office Assistant II
Department: TRIO-Student Support
Rate of Pay: $17.80/hour
Job Class Code: WS2221
Work Study Administrator: Joy Hicks, JHicks@BTC.Edu, 360-752-8460

Compensation & Work Schedule:
Effective July 1, 2024 the hourly pay rate is 17.80.
Additional benefits include some paid sick leave in accordance with Washington State law and Initiative I-1433.
Sick leave is accrued at 1 hour for every 40 hours worked. Employee Assistance Program (EAP), a free counseling & referral program. Potential flexible schedule. No additional benefits.