



Student Job Description

(On-Campus)

Position Title: TRIO Office Assistant **Department:** TRIO
Supervisor: Lauren Conrad Goff **Work Location:** TRIO Office - Bldg D, Rm 244
Start Date: Sept 28, 2026 **Campus:** ☒ Walla Walla ☐ Clarkston **Hourly Wage:** \$17.13
Hours Per Week: 8-10 **Position Available During:** ☒ Fall ☒ Winter ☒ Spring ☐ Summer

Work Schedule (e.g. During business hours M-F. 8am-5pm)

Student must be able to work two-hour blocks of time, hours can be flexible; between 12pm - 4pm, Monday - Friday

Job Duties and Responsibilities

Position performs tasks related to reception and general clerical support. Available to assist other TRIO staff tasks as needed.

Answer department phone, take messages, and return phone calls as needed.

Cover front line responsibilities in program such as answering questions and managing inquiries about the program as needed.

Send text messages or call students as needed (appointment reminders, etc.)

File documents in student files.

Assist program staff with data entry as needed.

Other duties as assigned by program staff or program director

Assist with social media, website and Canvas content

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Educational Benefits to Students (e.g. Teamwork, communication, leadership, etc.)

Educational benefits include experience collaborating with a team, communication skills, practical application of Microsoft suite and student database management systems, and marketing via Canva and social media.

Minimum Qualifications and/or Education Requirements (e.g. eligible for State or Federal work study, etc.)

High school diploma required.

Eligible for Federal or State work study.

Current TRIO participant preferred.

Preferred Skills (e.g. Microsoft Excel, customer service, Outlook, etc.)

Ability to communicate effectively and in a polite, friendly manner (phone, in person, texting, email).
Experience using Microsoft Office products such as MS Word and MS Excel.
Experience creating social media and website content.
Possess detail-oriented skills and ability to review work for accuracy.
Ability to maintain confidentiality and maintain a demeanor of professionalism within the office.
Ability to take initiative and work independently.

Physical Requirements (e.g. sitting or standing for long periods, lifting up to 40lbs, etc.)

Some light lifting may be required for filing, and event set up.

Additional Comments

Walla Walla Community College does not discriminate on the basis of race, color, national origin, sex, gender, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Vice President of Human Resources/ Title IX Coordinator/ Section 504 Compliance Officer; 500 Tausick Way, Walla Walla, WA 99362; 509.527.4382; titleix@wwcc.edu.