



TRiO Programs Student Job Descriptions

2300 E. Gibson Road | Suite 850 | Woodland, CA 95776
Phone: (530) 661-2285 | Fax: (530) 661-6202 | wcctrio@yccd.edu



Position Title: TRiO Student Office Assistant

Job Location: Woodland Community College

Job Type: Part- Time (Maximum 20 hours)

Program Description: TRIO is a set of federally-funded college opportunity programs that motivate and support students from disadvantaged backgrounds in their pursuit of a college degree. 790,000 low-income, first-generation students and students with disabilities — from sixth grade through college graduation — are served by over 2,800 programs nationally. TRIO programs provide academic tutoring, personal counseling, mentoring, financial guidance, and other supports necessary for educational access and retention. TRIO programs provide direct support services for students, and relevant training for directors and staff.

Woodland Community College currently houses the following TRiO Programs: Student Support Services (SSS), Student Support Services English as a Second Language (SSS-ESL), and two pre-college programs Educational Talent Search (ETS) and Upward Bound (UB).

Purpose: Student Office Assistant will provide office and clerical support to assist with the efficient operation of the TRiO Programs. To accomplish these tasks, the Student Office Assistant works closely with the Administrative Secretary II.

Responsibilities: Under the supervision of the Administrative Secretary II, perform the following:

- Answer phones, make student appointments, create new student files, and file documents accordingly.
- Use copy machines and make copies of flyers and other documents.
- Create flyers, post flyers around campus and maintain all current events on social media sites.
- Assist with department events; assist in creating handouts for orientation, flyers and invitations for campus events such as orientation, welcome week and graduation, as necessary.
- Support staff during outreach events by creating flyers, sign-in forms and speaking to students about the TRiO Programs.
- Attend and contribute to weekly check-in meetings.
- Participate in orientation, training, professional development workshops, and other meetings as required.
- Other duties as assigned by the Administrative Secretary.

Knowledge of: Essential office skills including:

- Work collaboratively with others to accomplish goals.
- Initiate interaction with participants and have sensitivity when working with a diverse group of participants.
- Understand and follow oral and written instructions in English; have strong oral and written communication skills.
- Represent the TRiO Programs, Woodland Community College, Colusa County Campus and the Yuba Community College District in a professional manner.

Qualifications: Must be currently enrolled as a student at Woodland Community College/Colusa Campus
Must maintain a 2.3 cumulative GPA or above.
Must have been enrolled in at least one semester prior to applying.
Priority will be given to TRiO students
Priority will be given to students who receive federal work study (FWS)