

Illini Union Parent and Family Programs Office

Illini Union

University of Illinois at Urbana-Champaign

The Illini Union at the University of Illinois at Urbana-Champaign is seeking a talented student to serve as a Parent and Family Programs Office (PFPO) Student Employee.

Reporting directly to the Program Manager, this position provides assistance to the staff as they serve as the liaison between the University of Illinois and the parents and families of freshman and transfer students.

We are looking for a student that is articulate, flexible, reliable, energetic, has a positive attitude, and is enthusiastic about Illinois. As a student employee at PFPO, you would work mainly in the PFPO office Monday through Friday during business hours (8am-5pm), with some weekend work for Dads Weekend, Moms Weekend, and Siblings Weekend. The rate of pay is \$11.00 per hour.

JOB DUTIES AND RESPONSIBILITIES:

1. Represent the Parent and Family Programs Office throughout the academic year.
2. Responsible for basic data entry.
3. Assist the full-time staff as requested.
4. Other duties as assigned.

EDUCATION AND EXPERIENCE

Must be enrolled for at least 6 credit hours during fall and spring semesters, or at least 3 hours during the summer semester. If not currently enrolled in summer semester, student must have been enrolled for at least 6 credit hours in the previous spring semester or be enrolled for at least 6 credit hours in upcoming fall semester.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Must have strong customer service skills, and be courteous, patient, and friendly
- Must work in an accurate manner with a focus on detail
- Must be articulate and confident
- Good communication skills

APPLICATION PROCEDURE:

For consideration, complete an application at the following website <http://illiniunion.illinois.edu/Employment/> and specify your interest in “Parent and Family Programs” Contact Whitney Welsh at wwelsh2@illinois.edu or +1 217-300-7157 if you have questions about the position.

Questions regarding the application process may be directed to staffdevelopment@illinois.edu or the Shared Human Resources and Administrative Services Team at 217-333-3660.