

Spec. Code: 3029
Occ. Area: 00
Work Area: 071
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 01/29/97

WORK PROGRAM PARTICIPANT

Function of Job

As a participant in an established financial program for the disadvantaged with institutional, state, or federal sponsorship, to engage in actual work experience in order to become interested in, proficient in, or qualified for, a given occupation, working under direct supervision from a designated supervisor.

Characteristic Duties and Responsibilities

1. participates in work assignments provided by an established financial program for the disadvantaged within university divisions or departments responsible for implementing them

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of qualifications established for the specific program for which the candidate is applying
2. eligibility for employment under the provisions of the Statute and Rules governing the State Universities Civil Service System of Illinois

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to follow instructions and to perform routine job assignments
2. willingness and ability to perform assigned tasks in a given field
3. ability to work harmoniously with other employees