The Student Workers are essential to our daily operation:

* They perform basic office tasks (filing, typing, copying)
* They set up for tutoring sessions in the Literacy Center
* They greet adult students with appointments
* They keep the center open for short periods while we are away
* They answer phones and take messages
* They help maintain our check out library
* They prepare bulk mailings
* They help students & staff with basic computer questions
* If they are bilingual, they sometimes help with verbal translations