



EXTRA HELP SERVICES

WHAT'S THE CATCH?


Extra Help Services employees must observe a 30-calendar-day break after completing 900 hours of work, as per State Universities Civil Service System rules. Following this break, they can commence another 900-hour cycle in a new position.

As these roles are temporary/as needed, benefits are limited and based on extra help hours worked at the University of Illinois Urbana-Champaign.



Extra Help Services offers skilled office and IT support to campus departments for temporary needs, with flexible short or long-term assignments available, allowing for full or partial week work schedules.

CONTACT INFORMATION

 (217) 333-4752

 ihr-extrahelp@illinois.edu

 **Illinois Human Resources**
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

EXAMPLES OF OFFERED JOBS



WHAT ELSE CAN EXTRA HELP DO FOR YOU?

Extra Help Services offers opportunities to:

- Gain/improve skills and experience
- Earn money while exploring office support/IT careers on campus
- Accept assignments that fit your schedule

WILL EXTRA HELP EMPLOYMENT AFFECT MY ELIGIBILITY FOR PERMANENT EMPLOYMENT AT THE UNIVERSITY?

Working Extra Help will in no way affect any other employment opportunities with the University of Illinois, including your position on any Civil Service register.

OFFICE ASSISTANT

- **Communication management** (phones, mail, email)
- **Client interaction** (greeting, correspondence)
- **Administrative tasks** (data entry, proofreading)
- **Departmental support** (scheduling, assistance)
- **Event and project coordination**
- **Issue resolution**

OFFICE ASSOCIATE

- **High-level office support** or basic accounting/bookkeeping
- **Independent correspondence** and project coordination
- **Reviewing, reconciling, and processing vouchers/purchase orders**

TECHNICAL SUPPORT

- **Specialized IT functions** (web development, code checking, equipment testing, database creation, network troubleshooting)
- **Skills** (programming, code testing, problem resolution)

Higher classifications of Extra Help are utilized for departmental needs that require considerable skill and/or experience.



VISIT OUR WEBSITE
go.illinois.edu/extrahelpservices