

## A WORK STUDY PROGRAM CASE STUDY: *The American Bar Association*

The mission of the American Bar Association (ABA) is “to serve equally our members, our profession and the public by defending liberty and delivering justice as the national representative of the legal profession.” Approximately 200 people work in the ABA Chicago offices located in downtown Chicago. The ABA became a Work Study Partner in the fall of 2022 and employs a team of four SSEI student workers in their downtown Chicago office.



### → Value of Work Study to the ABA

Bill Phelan, Senior Associate Executive Director & CFO of the American Bar Association shared that “the student workers are adding value. Not only does it serve the ABA’s mission and our DEI goals, we are benefiting from their quality work. The fee is very reasonable for the work we receive and SSEI is responsive and handles all issues of risk management. It is a win win for the ABA.”



### → Primary duties for students working at the ABA

Students assist in the Finance, Human Resources and Mailroom Departments. Each department has a team leader that supports and directs the work. In addition, each of the four student workers have their own mentor to assist in the overall experience. Work duties include:

- Student workers use the Chrome River expense reporting system to review staff travel expenses matching amounts, name, date of the expenses and account number.
- Incoming checks and paper copies of ACH payments are matched vs. their corresponding information in the Chrome River system.
- Student workers spend about 45 minutes accessing the online learning system from Southeast Side Experience Incubator completing a course in Microsoft Excel.
- One current project in Human Resources is to look up ABA event attendee information using the Microsoft Teams application.
- In the Mail Room student workers run batches of outgoing mail through the postage machine.

**LEARN MORE ABOUT SSEI AND THE ST. FRANCIS DE SALES WORK STUDY PROGRAM**

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