

**TRINITY VALLEY COMMUNITY COLLEGE
FEDERAL WORK-STUDY
JOB POSTING**

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Student Worker-Athletic Dept.</u>
DEPARTMENT	<u>Athletic Dept.</u>
REQUESTOR - SUPERVISOR	<u>Lucy Strom</u>
OFFICE (Bldg & Room #)	<u>Gym</u>
OFFICE PHONE #	<u>903-675-6359</u>
OFFICE CONTACT HOURS	<u>8-4:30</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>19 hrs</u>

QUALIFICATIONS REQUIRED Organizational skills, telephone skills, Computer knowledge,
bulk mail

DUTIES General office duties, retrieving, sorting and delivering mail, reserved seating
assignments

PRE-SCREENING QUESTIONS _____

OTHER PERTINENT INFO _____
