

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Bookstore Clerk</u>
DEPARTMENT	<u>Bookstore</u>
REQUESTOR - SUPERVISOR	<u>James Quattlebaum/Beth Ann Kidd</u>
OFFICE (Bldg & Room #)	<u>Bookstore</u>
OFFICE PHONE #	<u>903-675-6203 or 903-675-6233</u>
OFFICE CONTACT HOURS	<u>8-4:30</u>
# OF STUDENTS NEEDED	<u>1 or 2</u>
# OF HOURS PER WEEK	<u>As allowed by workstudy</u>

QUALIFICATIONS REQUIRED Ability to lift cases, clean driving record, basic computer skills preferred, honest, punctual

DUTIES Loading and unloading textbooks and supplies, assist in delivery and pick up at other TVCC campuses, restocking of textbooks and supplies, assist in sales and buy backs of textbooks

PRE-SCREENING QUESTIONS None

OTHER PERTINENT INFO None
