

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

**ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:**

JOB TITLE	<u>Cardinal Residence Hall Clerk</u>
DEPARTMENT	<u>Housing</u>
REQUESTOR - SUPERVISOR	<u>Harold Jones</u>
OFFICE (Bldg & Room #)	<u>SUB</u>
OFFICE PHONE #	<u>903-675-6256</u>
OFFICE CONTACT HOURS	<u>8:00 - 4:30</u>
# OF STUDENTS NEEDED	<u>3</u>
# OF HOURS PER WEEK	<u>19 per student worker</u>

QUALIFICATIONS REQUIRED Computer Skills, organized, prompt, dependable, time management skills

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DUTIES Student will be responsible for monitoring the lobby of Cardinal Hall, disseminating and collecting housing documents, flyers, and other paperwork. Student will also assist in the housing manager's office and assist in enforcing housing policies. In addition, student may be asked to perform similar duties in other residence halls on campus.

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PRE-SCREENING QUESTIONS Is the student worker able to work evenings and weekends?

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OTHER PERTINENT INFO Begins Fall 2011 Semester

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