

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE Student Worker-Community Services Dept
DEPARTMENT Community Services Dept.
REQUESTOR - SUPERVISOR Lezlee McKinney
OFFICE (Bldg & Room #) Administration Bldg, Room 100
OFFICE PHONE # _____
OFFICE CONTACT HOURS 8-4:30
OF STUDENTS NEEDED One
OF HOURS PER WEEK As allowed by workstudy

QUALIFICATIONS REQUIRED Accurate keyboarding skills (40wpm), good telephone etiquette
Word and Excel skills and experience

DUTIES Assist coordinator with filing, Image Now scanning, contacting Continuing Education
students via telephone, run errands around campus, set up files, type purchase orders, photocopy
materials for classes.

PRE-SCREENING QUESTIONS None

OTHER PERTINENT INFO None

