

## Workstudy Job Available

Community Services Department  
Liberal Arts Building Suite 115

The Community Services Department is seeking workstudy help. Students interested should talk with Bonnie Dill, Coordinator, in the Community Services Department. Applicants are invited to come to the Liberal Arts Building to look at the lab set up in which they would be working.

### JOB DESCRIPTION:

Flexible hours: Can schedule hours day and evening

Reports to the coordinator of Community Services: Bonnie Dill

### Primary Tasks: Inventory control

- checking supply storage regularly in labs. (Containers and cabinets are labeled with contents and expected number of supplies to be in the storage area. The employee would check the supplies, list and report to the coordinator the supplies needed to be restocked.)
- Storing larger medical equipment such as wheel chairs and other equipment in storage closets after class use.
- Setting out supplies needed for the instructors in their classes. (Examples: rubber exam gloves, stethoscopes, etc.)
- Washing, folding and restoring towels and sheets used in the lab.

### Other Tasks:

- Xerox copy of materials
- Scanning file materials, as needed.
- Assisting instructors with student portfolios,
- grading, etc.

Other support tasks as needed.

Employee must be dependable to report to work as scheduled, and work closely with the supervisor to manage the lab inventory.

### Contact information:

Bonnie Dill: 903-675-6314

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