

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Student Worker-Computer Science/Osteen</u>
DEPARTMENT	<u>Computer Science</u>
REQUESTOR - SUPERVISOR	<u>Jan Osteen</u>
OFFICE (Bldg & Room #)	<u>TC 126</u>
OFFICE PHONE #	<u>903-675-6367</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 Must be prompt. Must know Microsoft Office 2003. Must be able to grade and be very honest.

DUTIES typing, grading, filing and answering phone
the football program run more efficiently

PRE-SCREENING QUESTIONS _____

OTHER PERTINENT INFO _____
