

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Student Worker-Computer Science Dept./Salinas</u>
DEPARTMENT	<u>Computer Science</u>
REQUESTOR - SUPERVISOR	<u>Pat Salinas</u>
OFFICE (Bldg & Room #)	<u>TC 125</u>
OFFICE PHONE #	<u></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 Basic office skills, Office 2003, completion of COSC 2301,
Honest, trustworthy, reliable and willing to work.

DUTIES Grading, posting grades, basic computer skills, making copies, filing

PRE-SCREENING QUESTIONS

OTHER PERTINENT INFO