

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

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

JOB TITLE	<u>Correctional Education Workstudy - Palestine</u>
DEPARTMENT	<u>Correctional Education-Palestine Campus</u>
REQUESTOR - SUPERVISOR	<u>Sam Hurley/Gail Bayless</u>
OFFICE (Bldg & Room #)	<u>Calhoun Building- Rm C112A</u>
OFFICE PHONE #	<u>903-723-2895</u>
OFFICE CONTACT HOURS	<u>8-4:30</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>Max</u>

QUALIFICATIONS REQUIRED Good phone skills, detail oriented, self-motivated, computer skills (Microsoft office).

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DUTIES Answer phone, file, help with correspondence.

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PRE-SCREENING QUESTIONS \_\_\_\_\_

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OTHER PERTINENT INFO \_\_\_\_\_

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