

TRINITY VALLEY COMMUNITY COLLEGE
JOB POSTING (Requesting a Work-study) PROCESS
2009 - 2010

Step-by-Step instructions are below:

1. Complete the Federal Work-study Job Posting form attached. The **DEADLINE** to submit this to my office is August 21, 2009. **IF YOU MISS THIS DEADLINE, YOU RUN THE RISK OF NOT BEING ELIGIBLE TO HAVE A WORK-STUDY STUDENT FOR THE FALL 2009 SEMESTER!** You may either complete the attached form and email back as an attachment, or print it out and send it through interoffice mail.

2. When completing the Job Posting form, make sure you answer all questions (these are **REQUIRED** by the Dept of Education for the Work-study program). In addition, please list the specific qualifications (typing WPM, particular software programs, lifting requirements, etc.) you have for your position. If you have more than one position that has different qualifications and duties, please complete more than one Job Posting form. If you have more than one position but the qualifications and duties are the same, please indicate on the same form how many workers you need for that particular Job Title and description.

If there are questions you want the applicants to answer as part of the screening process, you may indicate those on the form and the applicants will be required to answer those when applying for your posting.

3. We are no longer using the online application system as the company who operated that program no longer offers it. We have gone back to the paper application system for the students. They may pick up an application in our office, or they may download one from our website at http://www.tvcc.edu/finserv_new/workstudy.aspx.

4. Once a student is approved for workstudy, they will go through the book of job postings that will be maintained in the financial aid office and contact the supervisor listed on the posting.

5. Once you decide to hire a student, you **MUST** email the name to me at jlively@tvcc.edu so I can close your job posting. Your job will remain in the book and students will continue to apply as long as it is open.

6. You will still need to monitor the students' hours and make sure that they don't work more than the total approved hours per week. All other aspects of the Work-study program will operate the same way they always have.

**TRINITY VALLEY COMMUNITY COLLEGE
FEDERAL WORK-STUDY
09 - 10 JOB POSTING**

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

| | |
|------------------------|--|
| JOB TITLE | <u>Student Worker</u> |
| DEPARTMENT | <u>Counseling Department/Palestine</u> |
| REQUESTOR - SUPERVISOR | <u>Linda Luce</u> |
| OFFICE (Bldg & Room #) | <u>Counselor's Office/Palestine</u> |
| OFFICE PHONE # | <u>903-729-0256</u> |
| OFFICE CONTACT HOURS | <u>8:00-4:30 Mon-Fri</u> |
| # OF STUDENTS NEEDED | <u>1</u> |
| # OF HOURS PER WEEK | <u>19</u> |

QUALIFICATIONS REQUIRED TSI Complete. Computer Skills and communication skills a must.
Must be willing to work with students as they come in for admissions.

DUTIES Hand out paperwork to students for admissions and financial aid. Answer phone, file
paperwork, copy paperwork.

PRE-SCREENING QUESTIONS Are you TSI complete? Can you work late hours (after noon) til 4:
or sometimes til 6:00 p.m.?

OTHER PERTINENT INFO _____
