

TRINITY VALLEY COMMUNITY COLLEGE
JOB POSTING (Requesting a Work-study) PROCESS
2010 - 2011

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 20, 2010. **IF YOU MISS THIS DEADLINE, YOU RUN THE RISK OF NOT BEING ELIGIBLE TO HAVE A WORK-STUDY STUDENT FOR THE FALL 2010 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
10 - 11 JOB POSTING**

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Office Workstudy</u>
DEPARTMENT	<u>Criminal Justice</u>
REQUESTOR - SUPERVISOR	<u>Ron Walker</u>
OFFICE (Bldg & Room #)	<u>TC 324</u>
OFFICE PHONE #	<u>903-675-6342</u>
OFFICE CONTACT HOURS	<u>8am-4pm Mon thru Fri</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>15-19</u>

QUALIFICATIONS REQUIRED Computer Skills and filing skills.

DUTIES Assist in office with computer typing and office organization. Type 40-50 word per minute

PRE-SCREENING QUESTIONS Are you proficient with Microsoft Word and Excel.

Do you understand basic filing techniques?

OTHER PERTINENT INFO _____
