

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Student Worker-Distance Learning</u>
DEPARTMENT	<u>Distance Learning</u>
REQUESTOR - SUPERVISOR	<u>Karen McGrew</u>
OFFICE (Bldg & Room #)	<u>GSC 117</u>
OFFICE PHONE #	<u>903-675-6324</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 Being familiar with MS Word, typing at least 20 wpm.

DUTIES Required to get mail, type assignments, letters etc., organize files, general office duties and occasionally answer the phone.

PRE-SCREENING QUESTIONS _____

OTHER PERTINENT INFO _____
