

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Office Assistant</u>
DEPARTMENT	<u>Financial Aid</u>
REQUESTOR - SUPERVISOR	<u>Julie Lively</u>
OFFICE (Bldg & Room #)	<u>AD 118</u>
OFFICE PHONE #	<u>903-675-6233</u>
OFFICE CONTACT HOURS	<u>8am-4:30pm</u>
# OF STUDENTS NEEDED	<u>3</u>
# OF HOURS PER WEEK	<u>10 to 19</u>

QUALIFICATIONS REQUIRED Must be able to work with the public in a pleasant manner.
Must be able to follow instructions and get along with multiple types of personalities. Must be
prompt, courteous, work with little supervision, able to multi-task, communicate effectively, work
well under stress, possess good telephone skills, experience with MS Office and scanning
programs a plus.

DUTIES Scanning documents, assisting students with financial aid application process in the
office and on the phone, assisting full time staff with all the office duties, data entry.
done.

PRE-SCREENING QUESTIONS _____

OTHER PERTINENT INFO _____

