TRINITY VALLEY COMMUNITY COLLEGE
FEDERAL WORK-STUDY
JOB POSTING

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE Student Worker-Fine Arts Dept.

DEPARTMENT Fine Arts Building Monitor

REQUESTOR - SUPERVISOR Marilyn Wright

OFFICE (Bldg & Room #) Fine Arts Building Room 102

OFFICE PHONE #

OFFICE CONTACT HOURS

OF STUDENTS NEEDED 1

OF HOURS PER WEEK 10-19 hours

QUALIFICATIONS REQUIRED Music major preferred; reliability and honesty required; ability to use positive people skills when dealing with students who enter the building in the evening.

DUTIES Supervise the Fine Arts bldg two nights per week from 6-10 p.m. Post a sign-up sheet at the desk in the central hallway and make sure all who enter sign in and out. Put the sign-in sheet Mrs Wright's door before leaving. Leave when TVCC police lock door. Oraganize and clean areas i foyer, computer/piano lab and practice rooms. Make sure all is secure.

PRE-SCREENING QUESTIONS

OTHER PERTINENT INFO

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