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 Dept Work Study

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 Good recommendation is required. Promptness and reliability is a plus. No music skills necessary. Must be able to go pick up mail, to work with accuracy and reasonably good spelling, to get to work on time, to use good people skills and be a positive reflection of the TVCC Music Department.

DUTIES Filing, answerring the phone with a business-like phone voice, basic computer skills (Word, Excel), picking up mail, Office4 and classroom organization.

PRE-SCREENING QUESTIONS

OTHER PERTINENT INFO