

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Student Worker Graphic & Print Design Dept</u>
DEPARTMENT	<u>Graphic & Print Design Dept</u>
REQUESTOR - SUPERVISOR	<u>Brian Spurling</u>
OFFICE (Bldg & Room #)	<u>Graphic & Print Design Dept</u>
OFFICE PHONE #	<u></u>
OFFICE CONTACT HOURS	<u>8-4:30</u>
# OF STUDENTS NEEDED	<u>One</u>
# OF HOURS PER WEEK	<u>As allowed by workstudy</u>

QUALIFICATIONS REQUIRED Must be able to lift and carry 30 pounds, possess skills in data entry or computer graphic applications a plus.

DUTIES Make print shop deliveries, assist in assembling print jobs, assist in tracking jobs (data entry), assist in scanning and walk-up copying.

PRE-SCREENING QUESTIONS None

OTHER PERTINENT INFO None