

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

**ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:**

JOB TITLE	<u>Student Worker</u>
DEPARTMENT	<u>Guidance Office</u>
REQUESTOR - SUPERVISOR	<u>Therese Sharp/Linda Daniel</u>
OFFICE (Bldg & Room #)	<u>AD 124</u>
OFFICE PHONE #	<u>903-675-6350</u>
OFFICE CONTACT HOURS	<u>8am-4:30pm</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>5 to 10</u>

QUALIFICATIONS REQUIRED Be dependable, must be able to alphabetize, must be able to greet the public; must be able to multi-task

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DUTIES Filing, make copies, keep career center material in order; keep schedules and current college transfer information and student magazines on tables in hall; distribute materials to various buildings on campus; answer phone and take messages.

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PRE-SCREENING QUESTIONS There are times that the Guidance Office is extremely busy and the student must fill in at the front desk, would this be a problem?

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OTHER PERTINENT INFO The counselors will look over the applicant's class schedule and determine what hours will best suit the office needs. You must be willing to work those assigned hours.

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