

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE Student Worker-Humanities Dept.
DEPARTMENT Humanities Dept Workstudy
REQUESTOR - SUPERVISOR Edie Booth
OFFICE (Bldg & Room #) Academic Bldg, Room 328
OFFICE PHONE # _____
OFFICE CONTACT HOURS _____
OF STUDENTS NEEDED 1
OF HOURS PER WEEK 10-19 hours

QUALIFICATIONS REQUIRED Able to perform clerical work, type, filing, organize

DUTIES Producing a phone book/contact list for each class, recording journal grades, checking and recording quizzes, filing master sheets that are returned to file, retyping older master sheets checking scantron tests, filing unused copies for future use, etc.

PRE-SCREENING QUESTIONS _____

OTHER PERTINENT INFO _____

