

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>LRC Student Worker</u>
DEPARTMENT	<u>LRC</u>
REQUESTOR - SUPERVISOR	<u>Janice Sutton</u>
OFFICE (Bldg & Room #)	<u>LRC</u>
OFFICE PHONE #	<u>903-675-6260</u>
OFFICE CONTACT HOURS	<u>7:45 am-4:15 pm</u>
# OF STUDENTS NEEDED	<u>4</u>
# OF HOURS PER WEEK	<u>10-19 hours</u>

QUALIFICATIONS REQUIRED No prior LRC skills required.

DUTIES Responsible for completing routine work and assigned duties such as, checkout and in of materials, reshelve books, meticulously read the book stacks, run errands, and clean tables, bookshelves, etc.

PRE-SCREENING QUESTIONS LC Easy Test

OTHER PERTINENT INFO Evening hours may be required.
