

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Student Worker- Public Information Office</u>
DEPARTMENT	<u>Public Information Workstudy</u>
REQUESTOR - SUPERVISOR	<u>Jennifer Hannagan</u>
OFFICE (Bldg & Room #)	<u>Math-Journalism Bldg, Room 105B</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 have writing experience and high-school journalism experience as well as good organizational skills.

DUTIES Help maintain filing system for public information office, write short stories and take photos to submit to local media outlets, make small deliveries.

PRE-SCREENING QUESTIONS None

OTHER PERTINENT INFO None