

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

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

JOB TITLE	<u>Student Worker-Registrar</u>
DEPARTMENT	<u>Registrar</u>
REQUESTOR - SUPERVISOR	<u>Collette Hilliard</u>
OFFICE (Bldg & Room #)	<u>Admin. Building</u>
OFFICE PHONE #	<u>903-675-6200</u>
OFFICE CONTACT HOURS	<u>8-4:30</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>19 hrs</u>

QUALIFICATIONS REQUIRED Scanning experience

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DUTIES Scanning and filing

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PRE-SCREENING QUESTIONS \_\_\_\_\_

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OTHER PERTINENT INFO \_\_\_\_\_

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