

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Resident Hall Assistant - South Hall</u>
DEPARTMENT	<u>South Hall</u>
REQUESTOR - SUPERVISOR	<u>Barbara Parr</u>
OFFICE (Bldg & Room #)	<u>South Hall</u>
OFFICE PHONE #	<u>903-670-2600</u>
OFFICE CONTACT HOURS	<u>7:30am-10:30pm</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>10-12 hours</u>

QUALIFICATIONS REQUIRED Responsible for enforcing handbook rules, maintaining proper appearance and attitude. Proper conduct. Being consistent about work schedule. Being serious about working.

DUTIES Computer knowledge and some custodial work. Flyer distribution. Keeping dorm director informed of any problems.

PRE-SCREENING QUESTIONS Are you observant? Are you able to relate unbiased details?
Are you a thoughtful employee?

OTHER PERTINENT INFO _____
