

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>School Relations Workstudy</u>
DEPARTMENT	<u>School Relations</u>
REQUESTOR - SUPERVISOR	<u>Audrey Hawkins</u>
OFFICE (Bldg & Room #)	<u>AD 106</u>
OFFICE PHONE #	<u></u>
OFFICE CONTACT HOURS	<u>8-4:30</u>
# OF STUDENTS NEEDED	<u>2</u>
# OF HOURS PER WEEK	<u>19 hrs</u>

QUALIFICATIONS REQUIRED Basic computer skills, able to type and file, pleasant telephone manner

DUTIES Entering computer data, filing, answering telephone, assembling admission packets, running errands on campus, greeting visitors, conducting campus tours

PRE-SCREENING QUESTIONS

OTHER PERTINENT INFO
