

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Workstudy Student-Social Science</u>
DEPARTMENT	<u>Social Science Division</u>
REQUESTOR - SUPERVISOR	<u>Dr. Marianne Leeper</u>
OFFICE (Bldg & Room #)	<u>A134</u>
OFFICE PHONE #	<u>903-670-2603</u>
OFFICE CONTACT HOURS	<u>2:30pm-5pm daily</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>10-19 hours</u>

QUALIFICATIONS REQUIRED General office duties, Microsoft Word 2007, Excel if possible

DUTIES _____

PRE-SCREENING QUESTIONS _____

OTHER PERTINENT INFO I would prefer that the student is not in one of my classes.
