

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Office Assistant-Student Activities</u>
DEPARTMENT	<u>Student Activities</u>
REQUESTOR - SUPERVISOR	<u>Mike Peek</u>
OFFICE (Bldg & Room #)	<u>Sub 104</u>
OFFICE PHONE #	<u>903-675-6252</u>
OFFICE CONTACT HOURS	<u>8:30am-4:30pm</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>15</u>

QUALIFICATIONS REQUIRED Needs to be familiar with Microsoft Word and Excel. Needs an open morning schedule.

DUTIES General office duties.

PRE-SCREENING QUESTIONS What is your class schedule?

OTHER PERTINENT INFO Student will be asked to run errands and answer phone calls.
