

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Student Success Center Workstudy</u>
DEPARTMENT	<u>Learning Initiative</u>
REQUESTOR - SUPERVISOR	<u>Kay Pulley</u>
OFFICE (Bldg & Room #)	<u>Baugh Technology Center, Room 326</u>
OFFICE PHONE #	<u>903-675-6376</u>
OFFICE CONTACT HOURS	<u>M-F 8:30am-5:30pm</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>up to 19</u>

QUALIFICATIONS REQUIRED Applicant must have good or better computer skills, familiarity with Microsoft Word, Excel, and/or Access. Possess some knowledge of filing procedures. Be reliable, quick learner. Some lifting required.

DUTIES Data entry, filing, operating copiers, fax machines, computers, and multiple types of scanners. Answer telephones in Support of the Learning Initiative. Deliver mail, supplies, and other materials on campus. Provide students and faculty with assistance while using the Student Success Center.

PRE-SCREENING QUESTIONS Have you previously worked at TVCC as a Federal Work-Study? If so, please provide the name of your direct supervisor.

OTHER PERTINENT INFO Please list any skills or experience that you feel qualifies you for this position.
