

TRINITY VALLEY COMMUNITY COLLEGE
100 Cardinal Drive Athens, TX 75751
FEDERAL WORK-STUDY
JOB POSTING

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

POSITION NAME Accounting Department Assistant

CLASSIFICATION (e.g., tutor 1, lab tech) Assistant to Accounting Faculty

DEPARTMENT Accounting

SUPERVISOR David Loper

CAMPUS LOCATION Athens

OFFICE (Bldg & Room #) 221 Baugh Tech

OFFICE PHONE # 903.670.6373

OFFICE CONTACT HOURS 9:00 AM -3:00 PM

OF STUDENTS NEEDED 1

OF HOURS PER WEEK As allowed by work-study.

RATE OF PAY \$7.25

LENGTH OF EMPLOYMENT Fall - Spring Semesters

QUALIFICATIONS Good with people. Willing to learn and work hard. Provide a reference from a former instructor.

ROLE/DUTIES/RESPONSIBILTIES Clerical/Receptionist duties. Monitor tests. Manage students who need tutoring. Run errands.

*Student worker will be evaluated at the end of the semester or when student is no longer working.

