

**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 Math Department Assistant

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

DEPARTMENT Math

SUPERVISOR Debra White Smith

CAMPUS LOCATION Athens

OFFICE (Bldg & Room #) M/J 106I

OFFICE PHONE # 903.670.2631

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 Completed College Algebra (or equivalent) or higher with a grade of A or B.  
Good with people. Provide a reference from a former math instructor.

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ROLE/DUTIES/RESPONSIBILITIES Clerical/Receptionist duties. Monitor tests. Manage  
students who need tutoring. Tutoring when needed.

Grade homework papers. Run errands.

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

