

**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 Cardinal Residence Hall Clerk

CLASSIFICATION (e.g., tutor 1, lab tech) Clerk

DEPARTMENT Housing

SUPERVISOR \_\_\_\_\_

CAMPUS LOCATION Athens

OFFICE (Bldg & Room #) Cardinal Hall/Cardinal Hall Office

OFFICE PHONE # 903-675-6289

OFFICE CONTACT HOURS 8:00 - 4:00

# OF STUDENTS NEEDED Max of 3

# OF HOURS PER WEEK 19

RATE OF PAY \$7.25

LENGTH OF EMPLOYMENT 1-2 semesters

QUALIFICATIONS Computer Skills, organized, prompt, dependable, time management skills.

Student may be required to lift up to 15 lbs and/or move furniture.

Responsible for enforcing handbook rules and handling documents.

ROLE/DUTIES/RESPONSIBILITIES \_\_\_\_\_

Student will be responsible for monitoring the lobby of Cardinal Hall, disseminating and

collecting housing documents, flyers, and other paperwork. Student will also assist in the

housing manager's office and lobby and assist in enforcing housing policies. In addition,

student may be asked to perform similar duties in other residence halls on campus.

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