

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 West Residence Hall Clerk

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

DEPARTMENT Housing

SUPERVISOR _____

CAMPUS LOCATION Athens

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

OFFICE PHONE # 903-670-2601

OFFICE CONTACT HOURS 8:00 - 4:30

OF STUDENTS NEEDED Max of 3

OF HOURS PER WEEK 19

RATE OF PAY \$7.25

LENGTH OF EMPLOYMEN 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/RESPONSIBILTIES 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.