

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 Kinesiology Instructor Aide

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

DEPARTMENT Kinesiology

SUPERVISOR _____

CAMPUS LOCATION Athens- Cardinal Gym

OFFICE (Bldg & Room #) CG- 108C

OFFICE PHONE # 903-675-6226

OFFICE CONTACT HOURS 8am-4pm M-Th 9am-1pm Fri

OF STUDENTS NEEDED 1

OF HOURS PER WEEK 19 hrs

RATE OF PAY \$7.25

LENGTH OF EMPLOYMENT Fall and Spring Semester

QUALIFICATIONS 1. Must be a full-time student at TVCC

2. Ability to communicate effectively in person and over the phone

3. Excellent professional demeanor, self motivated, and flexible

4. Dependable and punctual

ROLE/DUTIES/RESPONSIBILITIES _____

1. Assist staff with making copies, filing, faxing and scanning 2. Assist with special projects research and events 3. Other duties as assigned

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

