

**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	<u>Communications Department Assistant</u>
CLASSIFICATION (e.g.,tutor 1, lab tech)	<u>Assistant to Communications Faculty</u>
DEPARTMENT	<u>Communications</u>
SUPERVISOR	<u></u>
CAMPUS LOCATION	<u>Athens</u>
OFFICE (Bldg & Room #)	<u>GSC113</u>
OFFICE PHONE #	<u>903-681-2445</u>
OFFICE CONTACT HOURS	<u>By appointment</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>As allowed by work-study</u>
RATE OF PAY	<u>\$7.25</u>
LENGTH OF EMPLOYMENT	<u>Fall - Spring Semesters</u>
QUALIFICATIONS	<u>Willing to learn, and work hard. Knowledge of working with computers.</u>
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ROLE/DUTIES/RESPONSIBILTIES	<u>Assist faculty with any number of task including clerical, computer lab, organization, &amp; social media.</u>
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\*Student worker will be evaluated at the end of the semester or when student is no longer working.

