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 RETAIL CLERK

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

DEPARTMENT BOOKSTORE

SUPERVISOR

CAMPUS LOCATION ATHENS

OFFICE (Bldg & Room #) BOOKSTORE/CAFETERIA BUILDING

OFFICE PHONE # 903-675-6203

OFFICE CONTACT HOURS M-F 8-4:30

OF STUDENTS NEEDED 1 to 3

OF HOURS PER WEEK 19

RATE OF PAY $7.25

LENGTH OF EMPLOYMENT 1-4 SEMESTERS IF STUDENT IS AVAILABLE

QUALIFICATIONS Punctual; strong customer service skills;dependable;integrity; ablility to lift cases of textbooks and merchandise.

ROLE/DUTIES/RESPONSIBILTIES Greet students and employees offer assistance; answer telephone; meter mail; hang new merchandise; stock/restock supplies, & soda machine, empty hanger receptacles; assist students in printing their booklist

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