

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 Student Worker

CLASSIFICATION (e.g., tutor 1, lab tech) Office Assistant

DEPARTMENT Student Life and Diversity

SUPERVISOR _____

CAMPUS LOCATION Athens, Texas

OFFICE (Bldg & Room) Student Union Building, Room SU103

OFFICE PHONE # 903-675-6257

OFFICE CONTACT HOURS 8:00 a.m.- 4:30 p.m. Monday-Friday

OF STUDENTS NEEDED 8

OF HOURS PER WEEK 19 per week per student

RATE OF PAY \$7.25

LENGTH OF EMPLOYMENT Fall and Spring Semesters-Annually

QUALIFICATIONS Student must receive clearance from the Financial Aid Office, complete FERPA training each semester employed and submit this documentation to the HR office and provide their supervisor with a weekly work schedule.

ROLE/DUTIES/RESPONSIBILITIES Assist with set up and tear down of events hosted by the department. Deliver and retrieve a variety of items, mail and documentation to and from campus wide offices and departments. Issue gaming equipment for student use.

Perform general office duties as assigned. Assist with the Advocacy Resource Center.

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