

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>Clerk</u>
CLASSIFICATION (e.g.,tutor 1, lab tech)	<u>Advising Clerk</u>
DEPARTMENT	<u>Adving Office</u>
SUPERVISOR	<u></u>
CAMPUS LOCATION	<u>Palestine Campus</u>
OFFICE (Bldg & Room #)	<u>Anderson Bldg A109</u>
OFFICE PHONE #	<u>903-723-7033</u>
OFFICE CONTACT HOURS	<u>8am-4:30pm</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>19</u>
RATE OF PAY	<u>\$7.25</u>
LENGTH OF EMPLOYMENT	<u>One semester</u>

QUALIFICATIONS Must be enrolled in a minimum of 6 credit hours and must be able to work up to 19 hours a week. Must help students, staff, and faculty with duties as needed.

ROLE/DUTIES/RESPONSIBILTIES Assist with clerical duties: faxing, copying, maintaining supplies, and answering phone calls. Assist students with submitting applications on the computers. Keep the advising office tidy and clean.

Assist advising with other duties as assigned.

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

