

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 Office Assistant

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

DEPARTMENT Recruiting and Admissions

SUPERVISOR _____

CAMPUS LOCATION Athens

OFFICE (Bldg & Room #) AD112

OFFICE PHONE # 903-670-2679

OFFICE CONTACT HOURS 8-4:30 pm, M-F

OF STUDENTS NEEDED 5

OF HOURS PER WEEK 10+

RATE OF PAY \$7.25

LENGTH OF EMPLOYMENT semester

QUALIFICATIONS Must have good communication skills, basic computer, phone, and office copier/printer skills, and a willingness to help others with a friendly face.

ROLE/DUTIES/RESPONSIBILTIES Assisting guests in the adminsitration building, directing visiors, answering phone calls, transfereing calls, giving campus tours, printing, copying, organizing assisting other offices with projects tasks, etc. Other duties as assigned by Director of Recruiting and Admissions

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

