

TRINITY VALLEY COMMUNITY COLLEGE
1200 E I-20 Terrell TX 75161
FEDERAL WORK-STUDY
JOB POSTING

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

POSITION NAME	<u>Advising Assistant</u>
CLASSIFICATION (e.g., tutor 1, lab tech)	<u>Office Assistant</u>
DEPARTMENT	<u>Terrell Advising</u>
SUPERVISOR	<u>Danica Edwards</u>
CAMPUS LOCATION	<u>Terrell</u>
OFFICE (Bldg & Room #)	<u>A109</u>
OFFICE PHONE #	<u>972-563-4952</u>
OFFICE CONTACT HOURS	<u>Monday-Friday 8:00am-4:30pm</u>
# OF STUDENTS NEEDED	<u>1-2</u>
# OF HOURS PER WEEK	<u>up to 19</u>
RATE OF PAY	<u>\$7.25</u>
LENGTH OF EMPLOYMENT	<u>Semester (16 week)</u>

QUALIFICATIONS Current TVCC student enrolled in at least 6 hours, positive attitude,
willingness to help others, good communication and organizational skills

ROLE/DUTIES/RESPONSIBILITIES
Assist coordinator as needed, light cleaning, other duties as assigned

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