

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>Communications Department Assistant</u>
CLASSIFICATION (e.g., tutor 1, lab tech)	<u>Assistant to Communications Faculty</u>
DEPARTMENT	<u>Communications</u>
SUPERVISOR	<u></u>
CAMPUS LOCATION	<u>Athens</u>
OFFICE (Bldg & Room #)	<u>GSC113</u>
OFFICE PHONE #	<u>903-681-2445</u>
OFFICE CONTACT HOURS	<u>By appointment</u>
# OF STUDENTS NEEDED	<u>3</u>
# OF HOURS PER WEEK	<u>As allowed by work-study</u>
RATE OF PAY	<u>\$10.00</u>
LENGTH OF EMPLOYMENT	<u>Fall - Spring Semesters</u>
QUALIFICATIONS	<u>Willing to learn, and work hard. Knowledge of working with</u> <u>computers.</u>
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ROLE/DUTIES/RESPONSIBILTIES	<u>Assist faculty with any number of task including</u> <u>clerical, computer lab, organization, & social</u> <u>media.</u>
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*Student worker will be evaluated at the end of the semester or when student is no longer working.

