

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>Office Assistant</u>
CLASSIFICATION (e.g., tutor 1, lab tech)	<u>Office Assistant</u>
DEPARTMENT	<u>Human Resources</u>
SUPERVISOR	<u></u>
CAMPUS LOCATION	<u>Athens</u>
OFFICE (Bldg & Room #)	<u>Administration #AD217</u>
OFFICE PHONE #	<u>903-675-6202</u>
OFFICE CONTACT HOURS	<u>8 am - 4:30 pm</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>up to 19</u>
RATE OF PAY	<u>\$10.00</u>
LENGTH OF EMPLOYMENT	<u>Semester</u>

QUALIFICATIONS Must be able to communicate effectively in person and over the phone.
Excellent professional demeanor, self motivated, and flexible. Dependable and punctual.
Must be able to maintain confidentiality.
Must be enrolled in a minimum of 6 credit hours.

ROLE/DUTIES/RESPONSIBILTIES Assist with clerical duties such as copying, filing,
scanning, and answering phone calls. Assist HR with other duties as assigned.

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

