

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>Cardinal HQ Work Study</u>
CLASSIFICATION (e.g., tutor 1, lab tech)	<u>Work Study</u>
DEPARTMENT	<u>Student Advocacy</u>
SUPERVISOR	<u>Karen Bertoni</u>
CAMPUS LOCATION	<u>Athens, Palestine, Terrell</u>
OFFICE (Bldg & Room #)	<u>Athens-Sub, Room 04; Terrell-Business office;</u> <u>Palestine-Bookstore</u>
OFFICE PHONE #	<u>903-675-6399</u>
OFFICE CONTACT HOURS	<u>8-4:30</u>
# OF STUDENTS NEEDED	<u>2-Athens; 2-Terrell; 1-Palestine</u>
# OF HOURS PER WEEK	<u>19</u>
RATE OF PAY	<u>\$10.00</u>
LENGTH OF EMPLOYMENT	<u></u>

QUALIFICATIONS No special qualifications

ROLE/DUTIES/RESPONSIBILTIES The Cardinal HQ student worker will assist the
Coordinator and Specialist with Inventory for the food pantry and clothes closet;
Check out students in the kiosk; Assist students in greeting students;
assist with marketing and outreach for Cardinal HQ services

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

