

**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>VA workstudy</u>
CLASSIFICATION (e.g., tutor 1, lab tech)	<u>Assistant</u>
DEPARTMENT	<u>VA/Student Financial Aid</u>
SUPERVISOR	<u>Pat Richardson</u>
CAMPUS LOCATION	<u>Athens</u>
OFFICE (Bldg & Room #)	<u>Administration Bldg Room 118A</u>
OFFICE PHONE #	<u>903-675-6228</u>
OFFICE CONTACT HOURS	<u>8-430</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>19</u>
RATE OF PAY	<u>\$10.00</u>
LENGTH OF EMPLOYMENT	<u>24-25</u>

QUALIFICATIONS Dependable, responsible, willing to learn new processes, willing to assist  
new and returning veterans and dependents establish their VA Education benefits.  
Knowledgeable regarding TVCC student engagment

ROLE/DUTIES/RESPONSIBILTIES General Office duties including greeting and  
meeting Veterans and dependents. Data Enty, imaging, prep files, being an ambassador  
for new Veterans and other duties as assigned.

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