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   Office Assistant

CLASSIFICATION   Office Assistant
(e.g.,tutor 1, lab tech)

DEPARTMENT   Workforce

SUPERVISOR

CAMPUS LOCATION   Athens

OFFICE (Bldg & Room #)   221

OFFICE PHONE #   903-675-6326

OFFICE CONTACT HOURS   1:00 - 3:00

OF STUDENTS NEEDED   2

OF HOURS PER WEEK   10

RATE OF PAY $10.00

LENGTH OF EMPLOYMENT   One Semester

QUALIFICATIONS Computer Science major

ROLE/DUTIES/RESPONSIBILTIES   Help business and computer science instructors in
the TECH building with routine tasks including printing, copying, organizing storage,
assembling furniture, and assisting students.

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