

**TRINITY VALLEY COMMUNITY COLLEGE
FEDERAL WORK-STUDY
JOB POSTING**

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Office Assistant</u>
DEPARTMENT	<u>Financial Aid</u>
REQUESTOR - SUPERVISOR	<u>Tonya Richardson-Dean</u>
OFFICE (Bldg & Room #)	<u>903-675-6233</u>
OFFICE PHONE #	<u>903-675-6233</u>
OFFICE CONTACT HOURS	<u>8 a.m. - 4:30 p.m.</u>
# OF STUDENTS NEEDED	<u>3</u>
# OF HOURS PER WEEK	<u>10-19</u>

QUALIFICATIONS REQUIRED Must be able to work with the public in while maintaining a pleasant demeanor. Must be able to follow instructions and work along side multiple types of personalities. Must be prompt, able to multi-task, communicate effectively, and possess good telephone skills. Must be courteous and able to accomplish tasks with little supervision. Must work well under stress. Experience with Microsoft Office and scanning programs is a plus.

DUTIES Scanning documents, assisting student with the financial aid application process in the office and over the phone, data entry, assisting full-time staff with office duties as needed.

PRE-SCREENING QUESTIONS _____

OTHER PERTINENT INFO _____
