

**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>Jeana McLelland</u>
CAMPUS LOCATION	<u>Palestine</u>
OFFICE (Bldg & Room #)	<u>LRC</u>
OFFICE PHONE #	<u>903-723-7045</u>
OFFICE CONTACT HOURS	<u>8-4:30</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>Semester</u>

QUALIFICATIONS No special qualifications

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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

