

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Recruiting and High School Outreach Workstudy</u>
DEPARTMENT	<u>Recruiting and High School Outreach</u>
REQUESTOR - SUPERVISOR	<u>Courtney Skiles</u>
OFFICE (Bldg & Room #)	<u>AD 106</u>
OFFICE PHONE #	<u>903-670-2679</u>
OFFICE CONTACT HOURS	<u>8-4:30</u>
# OF STUDENTS NEEDED	<u>5</u>
# OF HOURS PER WEEK	<u>19 hrs</u>

QUALIFICATIONS REQUIRED Basic computer skills, able to type and file, pleasant telephone manners

DUTIES Entering computer data, filing, answering telephone, assembling admission packets, running errands on campus, greeting visitors, conducting campus tours, etc.

PRE-SCREENING QUESTIONS _____

OTHER PERTINENT INFO _____
