

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Cardinal Residence Hall Clerk</u>
DEPARTMENT	<u>Housing</u>
REQUESTOR - SUPERVISOR	<u>Marian Rand</u>
OFFICE (Bldg & Room #)	<u>Cardinal Hall</u>
OFFICE PHONE #	<u>903-675-6289</u>
OFFICE CONTACT HOURS	<u>8:00 - 4:30</u>
# OF STUDENTS NEEDED	<u>Max of 3</u>
# OF HOURS PER WEEK	<u>19 per student worker</u>

QUALIFICATIONS REQUIRED Computer Skills, organized, prompt, dependable, time management skills. Student may be required to lift up to 15 lbs and/or move furniture. Responsible for enforcing handbook rules and handling documents.

DUTIES Student will be responsible for monitoring the lobby of Cardinal Hall, disseminating and collecting housing documents, flyers, and other paperwork. Student will also assist in the housing manager's office and assist in enforcing housing policies. In addition, student may be asked to perform similar duties in other residence halls on campus.

PRE-SCREENING QUESTIONS Is the student worker able to work evenings and weekends?
Are you observant? Are you able to relate unbiased details? Are you a thoughtful employee?

OTHER PERTINENT INFO _____

ent