

**TRINITY VALLEY COMMUNITY COLLEGE
FEDERAL WORK-STUDY
Job Posting**

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Office Workstudy</u>
DEPARTMENT	<u>Criminal Justice</u>
REQUESTOR - SUPERVISOR	<u>Kendell Wellman</u>
OFFICE (Bldg & Room #)	<u>TC 329</u>
OFFICE PHONE #	<u>903-675-6342</u>
OFFICE CONTACT HOURS	<u>8am-4pm Mon thru Fri</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>15-19</u>

QUALIFICATIONS REQUIRED Computer Skills and filing skills.

DUTIES Assist in office with computer typing and office organization. Type 40-50 word per minute

PRE-SCREENING QUESTIONS Are you proficient with Microsoft Word and Excel.
Do you understand basic filing techniques?

OTHER PERTINENT INFO _____
