

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Office Assistant-Management</u>
DEPARTMENT	<u>Management</u>
REQUESTOR - SUPERVISOR	<u>Dorothy Hetmer-Hinds</u>
OFFICE (Bldg & Room #)	<u>TC 224</u>
OFFICE PHONE #	<u>903-675-6366</u>
OFFICE CONTACT HOURS	<u>1pm-4pm</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>10</u>

QUALIFICATIONS REQUIRED TVCC college student working on degree or certificate. Must be able to walk around campus to run dept. errands. Familiar with MS Office Suite.

DUTIES Pick up dept. mail and supplies from the college bookstore. Make copies, type documents and be familiar with MS Office. Assist instructor in job trend research and special projects.

PRE-SCREENING QUESTIONS Type of computer skills?

OTHER PERTINENT INFO _____

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