

**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>Accounting Department Assistant</u>
CLASSIFICATION (e.g., tutor 1, lab tech)	<u>Assistant to Accounting Faculty</u>
DEPARTMENT	<u>Accounting</u>
SUPERVISOR	<u></u>
CAMPUS LOCATION	<u>Athens</u>
OFFICE (Bldg & Room #)	<u>221 Baugh Tech</u>
OFFICE PHONE #	<u>903.670.6373</u>
OFFICE CONTACT HOURS	<u>9:00 AM -3:00 PM</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>As allowed by work-study.</u>
RATE OF PAY	<u>\$10.00</u>
LENGTH OF EMPLOYMENT	<u>Fall - Spring Semesters</u>

QUALIFICATIONS Good with people. Willing to learn and work hard. Provide a reference from a  
former instructor.

ROLE/DUTIES/RESPONSIBILTIES Clerical/Receptionist duties. Monitor tests. Manage  
students who need tutoring. Run errands.

\*Student worker will be evaluated at the end of the semester or when student is no longer working.

