

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>Office Assistant</u>
CLASSIFICATION (e.g., tutor 1, lab tech)	<u>General Assistant</u>
DEPARTMENT	<u>Alumni Relations</u>
SUPERVISOR	<u></u>
CAMPUS LOCATION	<u>Athens</u>
OFFICE (Bldg & Room #)	<u>AD143</u>
OFFICE PHONE #	<u>903-675-6317</u>
OFFICE CONTACT HOURS	<u>8-4:30 M-F</u>
# OF STUDENTS NEEDED	<u>1-3</u>
# OF HOURS PER WEEK	<u>up to 19</u>
RATE OF PAY	<u>\$10.00</u>
LENGTH OF EMPLOYMENT	<u>semester</u>

QUALIFICATIONS

Student must be enrolled full-time or part-time. Good communication skills, basic computer, and phone skills. A general working knowledge of social media. Must be available to assist during HOCO (Nov 4) and graduation day (Dec 8).

ROLE/DUTIES/RESPONSIBILITIES

Assist with general office duties including organization and answering phone calls. Assist with various projects and events. Other duties as assigned.

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

