

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>RETAIL CLERK</u>
CLASSIFICATION (e.g.,tutor 1, lab tech)	<u>CLERK</u>
DEPARTMENT	<u>BOOKSTORE</u>
SUPERVISOR	<u></u>
CAMPUS LOCATION	<u>ATHENS</u>
OFFICE (Bldg & Room #)	<u>BOOKSTORE/CAFETERIA BUILDING</u>
OFFICE PHONE #	<u>903-675-6203</u>
OFFICE CONTACT HOURS	<u>M-F 8-4:30</u>
# OF STUDENTS NEEDED	<u>1 to 3</u>
# OF HOURS PER WEEK	<u>19</u>
RATE OF PAY	<u>\$10.00</u>
LENGTH OF EMPLOYMENT	<u>1-4 SEMESTERS IF STUDENT IS AVAILABLE</u>
QUALIFICATIONS	<u>Punctual; strong customer service skills;dependable;integrity; ability to lift cases of</u> <u>textbooks and merchandise.</u>
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ROLE/DUTIES/RESPONSIBILTIES	<u>Greet students and employees offer assistance; answer telephone;</u> <u>meter mail; hang new merchandise; stock/restock supplies,</u> <u>& soda machine, empty hanger receptacles; assist students in</u> <u>printing their booklist</u>

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

[illegible]