

**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>STOCK 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</u>
OFFICE PHONE #	<u>903-673-6203</u>
OFFICE CONTACT HOURS	<u>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</u>
QUALIFICATIONS	<u>PUNCTUAL; DEPENDABLE; STRONG WORK ETHIC;</u>
	<u>ABILITY TO LIFT 50+ lbs</u>
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ROLE/DUTIES/RESPONSIBILITIES	<u>LOADING, UNLOADING, &amp; RESTOCKING OF TEXTBOOKS; ASSIST</u>
	<u>STUDENTS IN GETTING THEIR BOOKSLIST; DISTRIBUTION OF</u>
	<u>TEXTBOOKS/COURSE MATERIALS TO STUDENTS; MAKE</u>
	<u>DELIVERIES TO DEPARTMENTS/BUILDINGS ON CAMPUS</u>

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

