

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>Kinesiology Instructor Aide</u>
CLASSIFICATION (e.g., tutor 1, lab tech)	<u>Aide</u>
DEPARTMENT	<u>Kinesiology</u>
SUPERVISOR	<u></u>
CAMPUS LOCATION	<u>Athens- Cardinal Gym</u>
OFFICE (Bldg & Room #)	<u>CG- 108C</u>
OFFICE PHONE #	<u>903-675-6226</u>
OFFICE CONTACT HOURS	<u>8am-4pm M-Th 9am-1pm Fri</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>19 hrs</u>
RATE OF PAY	<u>\$10.00</u>
LENGTH OF EMPLOYMENT	<u>Fall and Spring Semester</u>

QUALIFICATIONS 1. Must be a full-time student at TVCC

2. Ability to communicate effectively in person and over the phone

3. Excellent professional demeanor, self motivated, and flexible

4. Dependable and punctual

ROLE/DUTIES/RESPONSIBILITIES

1. Assist staff with making copies, filing, faxing and scanning 2. Assist with special

projects research and events 3. Other duties as assigned

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

