

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>Math Department Assistant</u>
CLASSIFICATION (e.g., tutor 1, lab tech)	<u>Assistant to Math Faculty</u>
DEPARTMENT	<u>Math</u>
SUPERVISOR	<u></u>
CAMPUS LOCATION	<u>Athens</u>
OFFICE (Bldg & Room #)	<u>M/J 106I</u>
OFFICE PHONE #	<u>903.670.2631</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 Completed College Algebra (or equivalent) or higher with a grade of A or B.
Good with people. Provide a reference from a former math instructor.

ROLE/DUTIES/RESPONSIBILITIES Clerical/Receptionist duties. Monitor tests. Manage
students who need tutoring. Tutoring when needed.

Grade homework papers. Run errands.

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

