

**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 Office Assistant

CLASSIFICATION (e.g., tutor 1, lab tech) Assistant

DEPARTMENT Recruiting and Admissions

SUPERVISOR \_\_\_\_\_

CAMPUS LOCATION Athens

OFFICE (Bldg & Room #) AD112

OFFICE PHONE # 903-670-2679

OFFICE CONTACT HOURS 8-4:30 pm, M-F

# OF STUDENTS NEEDED 5

# OF HOURS PER WEEK 10+

RATE OF PAY \$10.00

LENGTH OF EMPLOYMENT semester

QUALIFICATIONS Must have good communication skills, basic computer, phone,  
and office copier/printer skills, and a willingness to help others with a friendly face.

ROLE/DUTIES/RESPONSIBILITIES Assisting guests in the administration building,  
directing visitors, answering phone calls, transferring calls, giving campus tours, printing, copying, organizing  
assisting other offices with projects tasks, etc. Other duties as assigned by Director of Recruiting and  
Admissions

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

