

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	Student Worker
CLASSIFICATION (e.g., tutor 1, lab tech)	Office Assistant
DEPARTMENT	Student Life and Diversity
SUPERVISOR	
CAMPUS LOCATION	Athens, Texas
OFFICE (Bldg & Room)	Student Union Building, Room SU103
OFFICE PHONE #	903-675-6257
OFFICE CONTACT HOURS	8:00 a.m.- 4:30 p.m. Monday-Friday
# OF STUDENTS NEEDED	8
# OF HOURS PER WEEK	19 per week per student
RATE OF PAY	\$10.00
LENGTH OF EMPLOYMENT	Fall and Spring Semesters-Annually
QUALIFICATIONS	Student must receive clearance from the Financial Aid Office, complete FERPA training each semester employed and submit this documentation to the HR office and provide their supervisor with a weekly work schedule.
ROLE/DUTIES/RESPONSIBILITIES	Assist with set up and tear down of events hosted by the department. Deliver and retrieve a variety of items, mail and documentation to and from campus wide offices and departments. Issue gaming equipment for student use. Perform general office duties as assigned. Assist with the Advocacy Resource Center.

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