

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>Office Assistant</u>
CLASSIFICATION (e.g., tutor 1, lab tech)	<u>Workstudy</u>
DEPARTMENT	<u>Technology & Public Services</u>
SUPERVISOR	<u></u>
CAMPUS LOCATION	<u>Athens</u>
OFFICE (Bldg & Room #)	<u>Tech - 224</u>
OFFICE PHONE #	<u>903.675.6366</u>
OFFICE CONTACT HOURS	<u>8am - 4:30 pm</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>10</u>
RATE OF PAY	<u>\$10.00</u>
LENGTH OF EMPLOYMENT	<u>1 semester to 1 years</u>
QUALIFICATIONS	<u>Proficient in Microsoft Word, Excell and PPT. Can follow directions well.</u>
	<u>Good communication skills.</u>
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ROLE/DUTIES/RESPONSIBILTIES	<u></u>
	<u>Willing to run errands on campus and coordinate task for the department as needed.</u>
	<u>Prepare documents or spreadsheets or PPT's as needed.</u>
	<u>Keep supplies stocked in the Workforce Center at Keurig station.</u>

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