

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>Clerk</u>
CLASSIFICATION (e.g.,tutor 1, lab tech)	<u>Library Desk Clerk</u>
DEPARTMENT	<u>Library</u>
SUPERVISOR	<u></u>
CAMPUS LOCATION	<u>Palestine Campus</u>
OFFICE (Bldg & Room #)	<u>Anderson Bldg- Library</u>
OFFICE PHONE #	<u>903-723-7024</u>
OFFICE CONTACT HOURS	<u>8am-4:30 pm</u>
# OF STUDENTS NEEDED	<u>2</u>
# OF HOURS PER WEEK	<u>19</u>
RATE OF PAY	<u>\$10.00</u>
LENGTH OF EMPLOYMENT	<u>One semester</u>

QUALIFICATIONS Must be enrolled in a minimum of 6 credit hours. Must be able to work up to 19
hours a week and help students, staff, and faculty with duties as needed.

ROLE/DUTIES/RESPONSIBILTIES Assist with clerical duties: faxing, copying, maintaining
supplies, answering phone calls. Computer knowledge and canvas navigation knowledge is
needed. Must keep the LRC tidy and clean.

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