

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 LRC Clerk

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

DEPARTMENT LRC

SUPERVISOR Karla Bryan

CAMPUS LOCATION Terrell

OFFICE (Bldg & Room #) L Bldg. Room 112

OFFICE PHONE # 972-563-4929

OFFICE CONTACT HOURS 8:30a-4p Monday to Thursday

OF STUDENTS NEEDED 2

OF HOURS PER WEEK 15-19 hours

RATE OF PAY \$10.00

LENGTH OF EMPLOYMENT Semester

QUALIFICATIONS Enrolled in at least 6 hours @ TVCC. Library experience preferred.

ROLE/DUTIES/RESPONSIBILTIES Assist students, faculty and staff with library operations, including all functions at the circulation counter. Circulate and maintain all print and non-print materials, computers, and reserve materials. Receive and process all mail and print materials including marking, covering and labeling any items to be added to the collection. Responsible for knowledge in LRC offered services including print material searches, journal searches, and electronic information searches. General knowledge of TVCC webpage content. Producing ID cards and issuing parking permits. Responsible for operating equipment used in the LRC including copy machine, printer, fax, scanner, and library software related equipment. Selling scantrons, blue books, and pencils to students. Cleaning desktops, countertops, computers, and book shelves.

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