

**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>LRC Clerk</u>
CLASSIFICATION (e.g.,tutor 1, lab tech)	<u>clerk</u>
DEPARTMENT	<u>LRC</u>
SUPERVISOR	<u>Karla Bryan</u>
CAMPUS LOCATION	<u>Terrell</u>
OFFICE (Bldg & Room #)	<u>L Bldg. Room 112</u>
OFFICE PHONE #	<u>972-563-4929</u>
OFFICE CONTACT HOURS	<u>8:30a-4p Monday to Thursday</u>
# OF STUDENTS NEEDED	<u>2</u>
# OF HOURS PER WEEK	<u>15-19 hours</u>
RATE OF PAY	<u>\$10.00</u>
LENGTH OF EMPLOYMENT	<u>Semester</u>
QUALIFICATIONS	<u>Enrolled in at least 6 hours @ TVCC. Library experience preferred.</u>
ROLE/DUTIES/RESPONSIBILTIES	<u>Assist students, faculty and staff with library operations, including</u> <u>all functions at the circulation counter. Circulate and maintain all print and non-print materials, computers,</u> <u>and reserve materials. Receive and process all mail and print materials including marking, covering</u> <u>and labeling any items to be added to the collection. Responsible for knowledge in LRC offered</u> <u>services including print material searches, journal searches, and electronic information searches.</u> <u>General knowledge of TVCC webpage content. Producing ID cards and issuing parking permits.</u> <u>Responsible for operating equipment used in the LRC including copy machine, printer, fax, scanner,</u> <u>and library software related equipment. Selling scantrons, blue books, and pencils to students.</u> <u>Cleaning desktops, countertops, computers, and book shelves.</u>

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