

**TRINITY VALLEY COMMUNITY COLLEGE
FEDERAL WORK-STUDY
JOB POSTING**

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Teacher's Assistant-Furr</u>
DEPARTMENT	<u>Athletics</u>
REQUESTOR - SUPERVISOR	<u>Guy Furr</u>
OFFICE (Bldg & Room #)	<u>Gym</u>
OFFICE PHONE #	<u>903-675-6226</u>
OFFICE CONTACT HOURS	<u>8am-5pm</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>up to 8</u>

QUALIFICATIONS REQUIRED typing power points, computer skills

DUTIES Help type on computer, help with power points, charts and mail outs.

PRE-SCREENING QUESTIONS How are your typing/computer skills? Are you dependable?

OTHER PERTINENT INFO Some work will be done at home.
