

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE Student Worker-Athletic Dept.
DEPARTMENT Athletic Dept.
REQUESTOR - SUPERVISOR Lucy Strom
OFFICE (Bldg & Room #) Gym
OFFICE PHONE # 903-675-6359
OFFICE CONTACT HOURS 8-4:30
OF STUDENTS NEEDED 1
OF HOURS PER WEEK 19 hrs

QUALIFICATIONS REQUIRED Organizational skills, telephone skills, Computer knowledge,
bulk mail

DUTIES General office duties, retrieving, sorting and delivering mail, reserved seating
assignments

PRE-SCREENING QUESTIONS

OTHER PERTINENT INFO