

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Campus Police Workstudy</u>
DEPARTMENT	<u>Campus Police</u>
REQUESTOR - SUPERVISOR	<u>Anastacia Armick</u>
OFFICE (Bldg & Room #)	<u>SUB</u>
OFFICE PHONE #	<u>903-670-2658</u>
OFFICE CONTACT HOURS	<u>8-4:30</u>
# OF STUDENTS NEEDED	<u>2</u>
# OF HOURS PER WEEK	<u>19 hrs</u>

QUALIFICATIONS REQUIRED Be able to write clearly, work with different individuals, work flexible hours, be able to work well with others, filing, typing, early hours between 8am-1pm

DUTIES Writing tickets, filing

PRE-SCREENING QUESTIONS _____

OTHER PERTINENT INFO _____
