

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

**ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:**

JOB TITLE	<u>Student Worker-Community Services Dept</u>
DEPARTMENT	<u>Community Services Dept.</u>
REQUESTOR - SUPERVISOR	<u>Gayla Roberts</u>
OFFICE (Bldg & Room #)	<u>A-LA-115</u>
OFFICE PHONE #	<u>903-675-6237</u>
OFFICE CONTACT HOURS	<u>8-4:30</u>
# OF STUDENTS NEEDED	<u>One</u>
# OF HOURS PER WEEK	<u>As allowed by workstudy</u>

QUALIFICATIONS REQUIRED Accurate keyboarding skills (40wpm), good telephone etiquette  
Word and Excel skills and experience

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DUTIES Assist coordinator with filing, Image Now scanning, contacting Continuing Education  
students via telephone, run errands around campus, set up files, type purchase orders, photocopy  
materials for classes.

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PRE-SCREENING QUESTIONS None

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OTHER PERTINENT INFO None

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