

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Student Worker</u>
DEPARTMENT	<u>Counseling Department/Palestine</u>
REQUESTOR - SUPERVISOR	<u>Vickie Dossett</u>
OFFICE (Bldg & Room #)	<u>Counselor's Office/Palestine</u>
OFFICE PHONE #	<u>903-723-7033</u>
OFFICE CONTACT HOURS	<u>8:00-4:30 Mon-Fri</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>19</u>

QUALIFICATIONS REQUIRED TSI Complete. Computer Skills and communication skills a must.
Must be willing to work with students as they come in for admissions.

DUTIES Hand out paperwork to students for admissions and financial aid. Answer phone, file
paperwork, copy paperwork.

PRE-SCREENING QUESTIONS Are you TSI complete? Can you work late hours (after noon) til 4:
or sometimes til 6:00 p.m.?

OTHER PERTINENT INFO _____
