

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

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

JOB TITLE	<u>Student Workstudy-English Dept.</u>
DEPARTMENT	<u>Reading/English</u>
REQUESTOR - SUPERVISOR	<u>Wanda Mayes</u>
OFFICE (Bldg & Room #)	<u>TC 329</u>
OFFICE PHONE #	<u>903-675-6355</u>
OFFICE CONTACT HOURS	<u></u>
# OF STUDENTS NEEDED	<u>2</u>
# OF HOURS PER WEEK	<u>15-19 hours</u>

QUALIFICATIONS REQUIRED Will be working for me and the lab instructor. This student cannot be enrolled in reading this semester.

DUTIES Collect mail, run errands, file, fax, make copies, multiple choice grading, some computer work.

PRE-SCREENING QUESTIONS

OTHER PERTINENT INFO You will be working for me and the lab instructor.