

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Student Worker-Fine Arts Dept.</u>
DEPARTMENT	<u>Fine Arts Building Monitor</u>
REQUESTOR - SUPERVISOR	<u>Milton Hudson</u>
OFFICE (Bldg & Room #)	<u>A-FA</u>
OFFICE PHONE #	<u>903-670-2657</u>
OFFICE CONTACT HOURS	<u></u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>10-19 hours</u>

QUALIFICATIONS REQUIRED Music major preferred; reliability and honesty required; ability to use positive people skills when dealing with students who enter the building in the evening.

DUTIES Supervise the Fine Arts bldg two nights per week from 6-10 p.m. Post a sign-up sheet at the desk in the central hallway and make sure all who enter sign in and out. Put the sign-in sheet Mrs Wright's door before leaving. Leave when TVCC police lock door. Oraganize and clean areas i foyer, computer/piano lab and practice rooms. Make sure all is secure.

PRE-SCREENING QUESTIONS

OTHER PERTINENT INFO

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