

**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 Computer Lab 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 Reliability and honesty, ability to use positive people skills when dealing with students who work in the Fine Arts computer/piano lab in the evenings. Good knowledge of computer skills and good references are helpful.

DUTIES Supervise the Fine Arts building Computer/Piano lab in the evenings. Advise students to sign in and out when using the lab. Instruct students to leave at proper times. Organize and clean the lab, report computer misuse; assist students if there is a problem. Call TVCC police if there is a problem. Assist the building monitor and maintain a positive attitude in the lab.

PRE-SCREENING QUESTIONS _____

OTHER PERTINENT INFO _____

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