

**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 Dept Work Study</u>
REQUESTOR - SUPERVISOR	<u>Byron McGilvray</u>
OFFICE (Bldg & Room #)	<u>A-FA-105</u>
OFFICE PHONE #	<u>903-675-6351</u>
OFFICE CONTACT HOURS	<u></u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>10-19 hours</u>

QUALIFICATIONS REQUIRED Good recommendation is required. Promptness and reliability is a plus. No music skills necessary. Must be able to go pick up mail, to work with accuracy and reasonably good spelling, to get to work on time, to use good people skills and be a positive reflection of the TVCC Music Department.

DUTIES Filing, answering the phone with a business-like phone voice, basic computer skills (Word, Excel), picking up mail, Office4 and classroom organization.

PRE-SCREENING QUESTIONS

OTHER PERTINENT INFO