

**TRINITY VALLEY COMMUNITY COLLEGE
FEDERAL WORK-STUDY
Job Posting**

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Workstudy Student (Office)</u>
DEPARTMENT	<u>Health Science Center</u>
REQUESTOR - SUPERVISOR	<u>Helen Reid</u>
OFFICE (Bldg & Room #)	<u>Health Science Center -125B</u>
OFFICE PHONE #	<u>972-932-4309</u>
OFFICE CONTACT HOURS	<u>8:30-5:00</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>10-15 hours</u>

QUALIFICATIONS REQUIRED Must be able to alphabetize correctly, be able to follow directions, be able to file competently, and be able to use a copier.

DUTIES Filing, copying, answering phone, make student files, and miscellaneous office activities

PRE-SCREENING QUESTIONS What is your employment history? Can you alphabetize correctly and efficiently?

OTHER PERTINENT INFO _____

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