

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Student Worker- Health Science Center Kaufman</u>
DEPARTMENT	<u>Health Center- Kaufman</u>
REQUESTOR - SUPERVISOR	<u>Helen Reid</u>
OFFICE (Bldg & Room #)	<u>Health Science Center in Kaufman, Room 125</u>
OFFICE PHONE #	<u></u>
OFFICE CONTACT HOURS	<u>8-4:30</u>
# OF STUDENTS NEEDED	<u>One</u>
# OF HOURS PER WEEK	<u>As allowed by workstudy</u>

QUALIFICATIONS REQUIRED Must be able to file accurately. Must have communication skills and personal appearance must be appropriate. Must be able to use copier. Must be able to alphabetize correctly.

DUTIES Will vary. Help needed in office includes filing, copying, alphabetizing. Help needed in library includes reshelving books, checking out books. Help needed in skills lab includes various activities.

PRE-SCREENING QUESTIONS None

OTHER PERTINENT INFO None
