

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Institutional Research Student Assistant</u>
DEPARTMENT	<u>Institutional Research</u>
REQUESTOR - SUPERVISOR	<u>Chris Daley</u>
OFFICE (Bldg & Room #)	<u>A-L-243</u>
OFFICE PHONE #	<u>903-675-6376</u>
OFFICE CONTACT HOURS	<u>8-4:30 M-F</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>19</u>

QUALIFICATIONS REQUIRED Computer experience and attention to detail

DUTIES Detailed work with the faculty evaluation process, run errandsm pick up and deliver mail to the bookstore, other duties as asiigned

PRE-SCREENING QUESTIONS What hours will you be available for work?

How dedicated are you to following through with detailed tasks?

Will you work the hours you commit to?

OTHER PERTINENT INFO None
