

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

**ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:**

JOB TITLE	<u>Student Library Assistant-Palestine</u>
DEPARTMENT	<u>LRC</u>
REQUESTOR - SUPERVISOR	<u>Charles Dobroski</u>
OFFICE (Bldg & Room #)	<u>Anderson Building LRC</u>
OFFICE PHONE #	<u>903-729-0256 Ext. 245</u>
OFFICE CONTACT HOURS	<u>8-4:30</u>
# OF STUDENTS NEEDED	<u>5</u>
# OF HOURS PER WEEK	<u>10</u>

QUALIFICATIONS REQUIRED Physical requirements within the range of an office environment.  
Should be able to lift 20 lbs and have computer internet skills. Should be able to speak English.

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DUTIES Check out and in Library materials. Reshelf library materials. Collect library fines.  
Assist students to find library materials and information using computer programs. Instruct  
students with how to use copiers and computers. Helps with directional information.

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PRE-SCREENING QUESTIONS Do you know the English alphabet? Do you understand  
numerical decimals?

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OTHER PERTINENT INFO May need to work evenings and weekends.

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