

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

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Mathematics Dept. Student Assistant</u>
DEPARTMENT	<u>Mathematics</u>
REQUESTOR - SUPERVISOR	<u>Nancy Long</u>
OFFICE (Bldg & Room #)	<u>MJ106A</u>
OFFICE PHONE #	<u>903-675-6335</u>
OFFICE CONTACT HOURS	<u>11am-12pm and 1pm-2pm</u>
# OF STUDENTS NEEDED	<u>3</u>
# OF HOURS PER WEEK	<u>19</u>

QUALIFICATIONS REQUIRED Must have passed College Algebra 1314 or higher with a "B" or better. Preferred qualifications would include experience grading mathematics homework papers, experience tutoring mathematics students

DUTIES Students will grade mathematics homework papers. Students will run errands, make copies, pick up mail, prepare packets for prison classes, etc.

PRE-SCREENING QUESTIONS Have you passed College Algebra 1314 or higher with a "B" or better? Have you completed all the required Developmental Math courses?

OTHER PERTINENT INFO This mathematics dept. will allow student work studies to work up to 19 hours per week. When the Federal Work-study money runs out, we will hire you on institutional work-study.
