

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

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

JOB TITLE	<u>Resident Hall Assistant-NE Hall</u>
DEPARTMENT	<u>Housing</u>
REQUESTOR - SUPERVISOR	<u>Joe Mosley</u>
OFFICE (Bldg & Room #)	<u>Northeast Dorm</u>
OFFICE PHONE #	<u>903-670-2603</u>
OFFICE CONTACT HOURS	<u>9am-11am and 1pm-5pm</u>
# OF STUDENTS NEEDED	<u>2</u>
# OF HOURS PER WEEK	<u>15</u>

QUALIFICATIONS REQUIRED \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DUTIES Taking out trash and filing  
\_\_\_\_\_  
\_\_\_\_\_

PRE-SCREENING QUESTIONS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER PERTINENT INFO \_\_\_\_\_  
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