

TRINITY VALLEY COMMUNITY COLLEGE
100 Cardinal Drive Athens, TX 75751
FEDERAL WORK-STUDY
JOB POSTING

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

POSITION NAME	<u>Student Office assistant</u>
CLASSIFICATION (e.g.,tutor 1, lab tech)	<u>Student worker</u>
DEPARTMENT	<u>Women's Basketball</u>
SUPERVISOR	<u>Precious Ivy</u>
CAMPUS LOCATION	<u>Athens</u>
OFFICE (Bldg & Room #)	<u>Cardinal Gym 100</u>
OFFICE PHONE #	<u>903-675-6241</u>
OFFICE CONTACT HOURS	<u>By Appointment Only</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>up to 19</u>
RATE OF PAY	<u>\$10.00</u>
LENGTH OF EMPLOYMENT	<u>Per Semester</u>

QUALIFICATIONS Organizational Skills, Computer Skills, Able to lift 10lb,
Calendar Management, Clerical Work, Data entry, Reliability, Flexibility

ROLE/DUTIES/RESPONSIBILITIES Assist in everyday office task

