

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>Adult and Continutin Education PT Student Worker</u>
CLASSIFICATION (e.g., tutor 1, lab tech)	<u>Office and Administrative Support</u>
DEPARTMENT	<u>Adult and Continuing Education</u>
SUPERVISOR	<u></u>
CAMPUS LOCATION	<u>Athens</u>
OFFICE (Bldg & Room #)	<u>TC-320</u>
OFFICE PHONE #	<u>903-670-2622</u>
OFFICE CONTACT HOURS	<u>8am-4:30pm Mon-Fri/Summer 8am-5pm Mon-Thurs</u>
# OF STUDENTS NEEDED	<u>2</u>
# OF HOURS PER WEEK	<u>19</u>
RATE OF PAY	<u>\$10.00</u>
LENGTH OF EMPLOYMENT	<u>Length of Semester</u>

QUALIFICATIONS Must be punctual, organized, adaptable, and able to follow instructions.
Respectful to coworkers, students, visitors, faculty, and staff. Demonstrate professionalism as well
a positive, helpful, and welcoming attitude at all times. Possess strong basic computer and
technology skills. Possess excellent verbal and interpersonal skills.

ROLE/DUTIES/RESPONSIBILTIES Assist with setting up and maintaining classrooms, meeting
spaces, and departmental events as needed. Monitor and maintain a welcoming, clean, and
organized front-office environment. Provide friendly, courteous and professional customer service t
students, visitors, faculty, and staff. Protect confidential student and departmental information and
follow applicable policies and procedures. Perform other duties and projects as assigned.

as

to