

**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>Office Assistant</u>
CLASSIFICATION (e.g.,tutor 1, lab tech)	<u>Work-study</u>
DEPARTMENT	<u>Corporate Training and Career Initiatives</u>
SUPERVISOR	<u></u>
CAMPUS LOCATION	<u>Athens</u>
OFFICE (Bldg & Room #)	<u>A-T-123</u>
OFFICE PHONE #	<u>903-675-6266</u>
OFFICE CONTACT HOURS	<u>M-F 8:00 a.m. - 4:30 p.m.</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>Semester/Summer</u>

QUALIFICATIONS Current student in good academic standing.  
Must have good customer service skills.

ROLE/DUTIES/RESPONSIBILTIES   
Contact Corporate Training Clients on a daily basis and ensure consistant communication/correspondence between the Corporate Training department and the customer. Ensure customers have completed all paperwork and all requests from customers are fulfilled.