

**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	Student Worker
CLASSIFICATION (e.g., tutor 1, lab tech)	Office Assistant
DEPARTMENT	Student Life
SUPERVISOR	Student Life Coordinator
CAMPUS LOCATION	Athens, Texas
OFFICE (Bldg & Room #)	Student Union Building, Room SU103
OFFICE PHONE #	903-670-2052
OFFICE CONTACT HOURS	8:00 a.m.- 4:30 p.m. Monday-Friday
# OF STUDENTS NEEDED	8
# OF HOURS PER WEEK	19 per week per student
RATE OF PAY	\$10.00
LENGTH OF EMPLOYMENT	Semester

QUALIFICATIONS Student must receive clearance from the Financial Aid Office, complete FERPA training each semester employed and submit this documentation to the HR office and provide their supervisor with a weekly work schedule.

ROLE/DUTIES/RESPONSIBILITIES Assist with set up and tear down of events hosted by the department. Deliver and retrieve a variety of items, mail and documentation to and from campus wide offices and departments. Issue gaming equipment for student use.  
Perform general office duties as assigned.

\*Student worker will be evaluated at the end of the semester or when student is no longer working.