

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>Assistant</u>
DEPARTMENT	<u>Financial Aid</u>
SUPERVISOR	<u></u>
CAMPUS LOCATION	<u>Palestine</u>
OFFICE (Bldg & Room #)	<u>A109</u>
OFFICE PHONE #	<u>903-723-7026</u>
OFFICE CONTACT HOURS	<u>8-4:30 Mon-Fri. Closed Friday in summer</u>
# OF STUDENTS NEEDED	<u>up to 2</u>
# OF HOURS PER WEEK	<u>up to 19</u>
RATE OF PAY	<u>\$10.00</u>
LENGTH OF EMPLOYMENT	<u>up to 3 semesters a year</u>

QUALIFICATIONS Must have good: communication skills, basic computer, phone etiquette, copy, and printer skills. Must be willing to help others and be friendly. Must be reliable and keep office information confidential. Must be meeting satisfactory academic progress, enrolled in at least 6 hours, and have federal eligibility.

ROLE/DUTIES/RESPONSIBILTIES Student will direct students that come in office, answer phone, help with waitwhile, help students with webpage, and other duties that support the office.
