

**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>Advising Assistant</u>
CLASSIFICATION (e.g.,tutor 1, lab tech)	<u>Office Assitant</u>
DEPARTMENT	<u>Terrell Advising</u>
SUPERVISOR	<u></u>
CAMPUS LOCATION	<u>Terrell</u>
OFFICE (Bldg & Room #)	<u>A109</u>
OFFICE PHONE #	<u>972-563-4903</u>
OFFICE CONTACT HOURS	<u>Monday -Friday 8:00am - 4:30 pm *Summer Mon-Thurs</u>
# OF STUDENTS NEEDED	<u>2</u>
# OF HOURS PER WEEK	<u>up to 19</u>
RATE OF PAY	<u>\$10.00</u>
LENGTH OF EMPLOYMENT	<u>Semester (16 weeks) Summer (12 weeks)</u>

QUALIFICATIONS Must be a current TVCC student enrolled in at least six hours,  
meet financial aid eligibility requirements, and maintain satisfactory academic progress.  
Good communication skill, basic computer skills,  
adaptibility and pocess the ability to multi-task.

ROLE/DUTIES/RESPONSIBILTIES Student worker will assist students checking in  
for appointments and scheduling appointments using waitwhile, checking application status,  
providing administrative support to academic advisors, and assisting  
with more specialized projects. Other duties as assigned by Academic Advisor's.

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

