

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 (Work-Study)</u>
CLASSIFICATION (e.g., tutor 1, lab tech)	<u>Office Assistant</u>
DEPARTMENT	<u>Health Occupations</u>
SUPERVISOR	<u>Sheila Goldman</u>
CAMPUS LOCATION	<u>Terrell Health Science Center</u>
OFFICE (Bldg & Room #)	<u>Reception Desk</u>
OFFICE PHONE #	<u>469-614-3800</u>
OFFICE CONTACT HOURS	<u>8:00 AM to 4:30 PM Wednesday & Thursday or 10:00 AM - 4:00 PM, Wednesday, Thursday, Friday</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>15</u>
RATE OF PAY	<u>\$10.00</u>
LENGTH OF EMPLOYMENT	<u>Fall and spring semesters.</u>

QUALIFICATIONS Organizational skills, computer proficiency, attention to detail, good oral and written communication skills, and time management skills. Pleasing personality. Respectful of student and employee boundaries.

ROLE/DUTIES/RESPONSIBILITIES Greet visitors, answer the phone, and transfer calls to faculty and staff members. Make copies, distribute mail, provide campus tours, and direct students/visitors to various offices or departments. Other duties as assigned.