

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 Office Help
(e.g.,tutor 1, lab tech)

DEPARTMENT Business Office

SUPERVISOR Heidi Edwards

CAMPUS LOCATION Terrell

OFFICE (Bldg & Room #) Administration Building

OFFICE PHONE # Heidi Edwards (972) 563-4901

OFFICE CONTACT HOURS 8:00 am to 4:30 pm

OF STUDENTS NEEDED 1

OF HOURS PER WEEK 19

RATE OF PAY \$10.00

LENGTH OF EMPLOYMENT Fall Semester

QUALIFICATIONS _____

ROLE/DUTIES/RESPONSIBILTIES Help students with questions, direct
students to where they need to go and assist with whatever they need help with. Also, to
do whatever they are assigned such as deliver boxes and mail to other offices etc...
