

## GCC FOUNDATION/RESOURCE & COMMUNITY DEVELOPMENT

**POSITION:** Foundation Work Study  
**DIVISION:** Resource & community Development  
**DEPARTMENT:** Annual Giving/Resource & Community Development  
**BUILDING:** Administration Building  
**CAMPUS:** Main Campus

**FWS SUPERVISOR:** Cindy Perez  
**DIRECTOR:** Tina Dodson  
**VICE PRESIDENT:** Roy Renfro

**PHONE NUMBER:** 903.463.8621

**HOURS per WEEK:** 15  
(20hr MAX)

**HOURS PREFERRED:** 8:00am-12:00pm  
1:00pm-4:00pm

**JOB DUTIES:**

- File paperwork in donor files and copy miscellaneous document
- Accurately filing & cross-reference documents
- Run for errands on campus
- Assist with processing bulk mailings, copy, fold, affix labels and sorting
- Assist director and other staff with preparation of nametags, menus, brochures, etc. for major events and miscellaneous projects
- Assist in compiling notebooks and class materials for Viticulture Program
- Assist director and other staff with miscellaneous projects
- Pick up and sort mail from mailroom daily

**SOFTWARE:**

**SKILLS:** Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, telephone demeanor, interpersonal communication skills, professional & friendly attitude,

**SPECIAL NEEDS:** Confidentiality in dealing with student and donor records is extremely important. Breach of confidentiality could result in termination

**INFORMATION:** To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.

Some positions require working until 6:00 pm.