

## GC FOUNDATION/RESOURCE & COMMUNITY DEVELOPMENT

**POSITION:** Foundation Work Study  
**DIVISION:** Resource & Community Development  
**DEPARTMENT:** Resource & Community Development  
**BUILDING:** Foundation House  
**CAMPUS:** Main Campus

**FWS SUPERVISOR:**  
**DIRECTOR:**  
**VICE PRESIDENT:**  
**PHONE NUMBER:**

**HOURS per WEEK:** 19

**HOURS PREFERRED:**

**JOB DUTIES:**

- File paperwork in donor files and copy miscellaneous document
- Accurately filing & cross-reference documents
- Run errands on campus
- Assist with processing of mailings, copy, fold, affix labels and sorting
- Assist with preparation of nametags, menus, brochures, etc. for major events and miscellaneous projects
- Assist with set up of Foundation events (as needed) and attend such events as a Gray
- Pick up and sort mail from mailroom
- Assist with new and on-going projects as needed

**SOFTWARE:**

**SKILLS:** Strong customer service skills, dependability is essential, maintain confidentiality, multi-skills, detail orientated, telephone demeanor, interpersonal communication skills, professional

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

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

Some positions require working until 6:00 pm.

# MENT

Cindy Perez  
Kathy Hendrick  
Randy Truxal

903.463.8621

8:00am-12:00pm

1:00pm-4:00pm

erson College student representative

task, proficient computer  
ssional & friendly attitude,

1 of confidentiality could

director/supervisor. The  
eration. Students are