

Business Services

POSITION:	WORK STUDY	FWS SUPERVISOR:	Carolyn Kasdorf
DIVISION:	Business Services	PHONE NUMBER:	903.463.8620
DEPARTMENT:	Business Services	DIRECTOR:	n/a
BUILDING:	Student Success Center	VICE PRESIDENT/DEAN:	Carolyn Kasdorf
CAMPUS or ADDRESS:	Main Campus	RATE OF PAY:	\$11.00 hr
		HOURS per WEEK:	15 (19 max)

HOURS: Flexible, 9am - 3pm
PREFERRED:

JOB DUTIES: Tag new Fixed Assets on the Main Campus
Retag old Fixed Assets on the Main Campus
Box up older files for document retention / archives
Copy documents
Miscellaneous General Office duties

SOFTWARE: copier
use of android device

SKILLS: Dependable
Organized
Maintains Confidentiality
Detail Oriented
Excellent Communication
Professional & Friendly Attitude
Accuracy

SPECIAL NEEDS: Ability to lift 50 lbs.

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 the student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.

There is no formal evaluation procedure, however, worker studies are expected to:
Follow all GC Standards of Conduct as found in the Employee handbook
Demonstrate the Viking Values - balance, clarity, gratitude, service, teamwork & trust
Comply with all state and federal laws and regulations related to higher education
Maintain the confidentiality of student information and other private records
Maintains a professional appearance and professional demeanor.
Failure to do so will result in disciplinary action as outlined in the employee handbook.