

## 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:**

**HOURS per WEEK:** 19

**PHONE NUMBER:**

**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 and attend such events as a Grayson College student representative
- Pick up and sort mail from mailroom
- Assist with new and on-going projects as needed

**REMOTE WORK:**

**SOFTWARE:**

**SKILLS:** Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer 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 termination

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

Some positions require working until 6:00 pm.

Cindy Perez  
Kathy Hendrick  
Randy Truxal

903.463.8621

8:00am-12:00pm

1:00pm-4:00pm

r skills, detail

result in

e work schedule is  
ifying their