

# Federal Work Study Position Announcement

**Supervisor:** Roarke Arrowood

**Position:** Office Assistant

**Department Location:** Harper Building

**Purpose of Program:** To assist college students in a degree-related field to gain knowledge and experience they can apply to their career path, as well as allowing them to earn extra income while they are learning.

**Qualifications:** Applicant must be in a degree related program of study at TCCC. Applicant must possess good communication skills, typing skills, and records management skills. Experience with computer programs considered a plus.

**Responsibilities:** Assist with processing digitizing paper documents, reviewing research data and proof reading documents. Clerical duties including filing, organizing, copying, and faxing; perform other duties as needed.

**Anticipated Hiring Date:** August 27, 2018—May 7, 2019

**Application Deadline** Open until filled

**Rate of Pay:** \$8.00/hour

**Hours Per Week/Month:** 15 hrs per week/maximum 60 hrs per month

**Contact Person:** Roarke Arrowood  
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*To be eligible for this position, the student must be currently enrolled in at least 6 credit hours. In addition, all applicants must apply for financial aid by completing the 2018-2019 FAFSA form.*