

**Job Announcement**

**Position:**  Community Service / Federal Work-Study

**Location:** Polk County DFCS

 110 County Loop Rd.

 Cedartown, GA 30110

**Department:** Office of Financial Independence

**Reports to:** Dennis Reid/Kendrah Anderson

**Nature of Duties:**Greet clients,answer the telephone, assist clients applying for benefits on the computer, shred documents, make copies, scan documents, file, keep printers and copiers stocked and other general office duties as assigned. Demonstrates regular attendance and is punctual, neat, clean, and appropriately dressed. ***Must have own, reliable transportation to office/site.***

 **Minimum Qualifications:**

* Be enrolled as a student at West Georgia Technical College
* Completed a FAFSA and be identified as being eligible for federal aid
* Complete a Federal Work-Study Employment Application available on-line at: [WGTC Job Center-Student Employment](https://www.easyhrweb.com/JC_WestGaTech/JobListings/JobCategory.aspx?JobCatTag=JOBCAT_STUEMPLMT)

**Preferred Qualifications:**

* Experience of data entry and documents processing
* Ability to demonstrate proper phone techniques and etiquette with the ability to multi-task
* Proficient use of Microsoft Word, Excel, and Outlook
* Experience working with customers on the phone, via e-mail, and in person
* Ability to lift (up to 20lbs), bend and stoop on a regular basis

**Salary/Benefits:**  $12 per hour; no benefits

**Method of Application:** Interested candidates must complete electronic application process at [WGTC Job Center-Student Employment](https://www.easyhrweb.com/JC_WestGaTech/JobListings/JobCategory.aspx?JobCatTag=JOBCAT_STUEMPLMT). Student Worker will be contacted by Supervisor for interviews.

**Employment Policy:** The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.