

**Job Announcement**

**Position:**  Federal Work Study/Student Worker

**Location:** LaGrange Campus

**Department:** Business Office / Financial Services

**Reports to:** Business Analyst

**Nature of Duties:** The Federal Work Study will assist with general clerical duties such as retrieve and open mail, meter mail, make copies, scan documents, file, keep printers and copiers stocked and other duties as assigned. Use of Excel is a must; some lifting may be necessary.

**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:**

* Organizational skills
* Oral and written communication skills
* Must be proficient and comfortable using Excel
* Ability to take and follow direction from supervisor
* Experience working with customers on the phone, via e-mail, and in person

**Salary/Benefits:**  $10.00 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.