

**Job Announcement**

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

**Location:** Murphy Campus

**Department:** Academic Affairs (School of Health Sciences)

**Reports to:** Pat Sailors

**Nature of Duties:**The Federal Work Study assists teachers in office with routine paperwork and general clerical duties as assigned; routine paperwork, creating folders, assists in clerical duties including, but not limited to: copying, faxing, sorting, scanning, shredding, compiling various documents photocopying, filing/alphabetizing documents; perform word processing and/or data entry into spreadsheets; keep records, keep office organized; run errands; other duties as assigned

**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:**

* Customer Service Experience
* Organizational skills
* Oral and written communication skills
* Ability to take and follow direction from supervisor
* Ability to demonstrate proper phone techniques and etiquette with the ability to multi-task
* Proficient use of Microsoft Word, Excel, and Outlook or Gmail
* 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
* Ability to break larger tasks into manageable smaller tasks;

**Salary/Benefits:**  $10 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.