



Job Announcement

Position: Federal Work Study – Office of Financial Aid

Location: West Georgia Technical College
200 Campus Drive
Newnan, Georgia 30263

Department: Student Affairs

Reports to: Financial Aid Technician/Coordinator

Nature of Duties: Clerical duties such as filing, making copies, printing documents, organizing digital files, scanning documents, and other general duties as assigned. Demonstrates regular attendance and is punctual, neat, clean, appropriately dressed, and possesses a professional demeanor. Must have reliable transportation to office/campus. Student should be able to work Monday-Thursday, for a maximum of 20 hours per week.

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](#)

Preferred Qualifications:

- Experience in writing and editing documents
- Ability to demonstrate 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: \$10 per hour; no benefits

Method of Application: Interested candidates must complete electronic application process at [WGTC Job Center-Student Employment](#). 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.