

**Job Announcement**

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

**Location:** DOUGLAS

**Department:** Academic Affairs *– Instructional Services*

**Reports to:** Dean or Associate Dean

**Nature of Duties:** The student will assist natural science instructors with lab set up and break down, as well as clerical tasks including, but not limited to: copying, filing, faxing, sorting, and compiling various documents. Additional responsibilities will include word processing and/or data entry into spreadsheets as requested, running errands, and 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 [www.westgatech.edu](http://www.westgatech.edu)

**Preferred Qualifications:**

* A grade of B or better in biology and chemistry classes
* Experience of data entry and documents processing
* Proficient use of Microsoft Word, Excel, and Outlook
* 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 [www.westgatech.edu](http://www.westgatech.edu) . 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.