

**Job Announcement**

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

**Location:** American Red Cross – Douglasville

9851 Commerce Way

Douglasville, GA  30135

**Reports to:** Mr. Honwand Byrd

**Nature of Duties:**

Volunteers work alongside office staff in various departments to support daily administrative functions. Responsibilities include but are not limited to filing, archiving, organizing and inputting data. Also, volunteers may assist with departmental special projects throughout the year. Help publicize blood drive events, recruit donors, hang banners, assist at health fairs and a variety of other activities. Volunteers also call to thank and/or encourage donors and inform them of upcoming blood donation opportunities. ***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
* Ability to lift (up to 20lbs), bend and stoop on a regular basis

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

**Hours:**

**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.