

## CAREER & TECHNOLOGIES

**POSITION:** Career & Technologies Work Study  
**DIVISION:** Workforce Education  
**DEPARTMENT:** Career & Technologies  
**BUILDING:** CIS Building  
**CAMPUS:** Main Campus

**FWS SUPERVISOR:** Michelle Flores  
**DIRECTOR:** Steve Davis  
**VICE PRESIDENT:** Jeanie Hardin  
**PHONE NUMBER:** 903.463.8777

**HOURS per WEEK:** 15  
(20hr MAX)

**HOURS PREFERRED:** Flexible

**JOB DUTIES:**

- Front desk reception for students
- Copy miscellaneous documents as needed
- Sort and file miscellaneous documents
- Type miscellaneous documents
- Assist director and instructors with miscellaneous projects
- Pick up and sort mail from mailroom daily
- Other duties as assigned

**SOFTWARE:**

**SKILLS:** Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, telephone demeanor, excellent communication skills, professional & friendly attitude

**SPECIAL NEEDS:**

**INFORMATION:** To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.  
Some positions require working until 6:00 pm.