



# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

KNOXVILLE

## POSITION ANNOUNCEMENT College Work Study Program – Student Services

Job Title: College Work Study Program – Student Services

Job Code: EW

Location: TCAT Knoxville

Reports To: Student Services Coordinator/Human Resources Coordinator

FLSA Status: Non-Exempt

EEO-1 Category: Work Study, Part Time

Date: 1/29/2021

Position Number: 60052K

Openings: 1

The Tennessee College of Applied Technology Knoxville is accepting applications for a Part-Time Work Study Student in the Student Services department. Work schedule would be Monday through Friday from 2:30 pm to 3:30 pm. at rate of \$9.00 per hour.

This position conducts a variety of customer service-oriented position that includes some clerical duties to support the Student Services department.

### Required Qualifications:

To qualify for a Federal Work-Study award, a student must file the Free Application for Federal Student Aid (FAFSA), meet the general eligibility requirements for federal student aid, demonstrate financial need and be enrolled at the Tennessee College of Applied Technology Knoxville.

- Any current student can apply to any open work study position
- Must have basic clerical and technical skills
- Students are expected to be trustworthy, punctual, dependable, have a professional appearance, and provide positive customer service.
- Must complete annual sexual harassment online training and COVID training and comply with the college's confidentiality policy in compliance with FERPA.

### Typical Duties and Responsibilities:

- Ensure the receptionist area presents a professional and welcoming appearance at all times
- Process mail
- File, fax, and scan documents
- Greet students and guests in a courteous manner
- Become familiar with program requirements to answer basic questions
- Answer the phones and take messages,
- Other general office duties

**Application Details:** Deadline to apply is 1/29/2021. Please complete application and return to Misty West by email/mail/or submit in person to [misty.west@tcatknoxville.edu](mailto:misty.west@tcatknoxville.edu) or at 1100 Liberty Street, Knoxville, TN 37919.

**TCAT Knoxville is an EOE/AA/ADA Employer  
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