

Work-Study Position Data Request

The College Work-Study Program is a federally/state-funded, campus-based financial aid program with a limited number of funds for **students who have documented financial need** and who want to earn part of their educational expenses while attending college. **Students interested in College Work-Study must have a current FAFSA on file in Financial Aid to determine financial need and eligibility.**

Students must submit an application online and indicate which position(s) in which they are interested, along with a copy of their current class schedule. Incomplete applications will be discarded. Applications will not be kept on file once a position is filled. For more information on the Work Study Program or to apply for open positions, please visit www.Kilgore.edu/student-jobs.

1. Department or Office requesting work-study: Biology/Phi Theta Kappa
2. Position Title: Work Study Assistant
3. Number of positions available: 1
4. Date/Term student needed: 01/01/2025- 12/31/2025
5. Rate of Pay: \$10.00

Description of duties:

Provide administrative and organizational support to the Biology Department as assigned by the department chair.

Assist with lab preparation, inventory, and general upkeep of departmental resources.

Support faculty and staff with various tasks, ensuring efficient department operations.

Assist the PTK advisor with administrative tasks, event planning, and member communications.

Help organize PTK meetings, events, and service activities.

Prepare materials for PTK meetings and outreach efforts.

Requirements/Skills Required:

Strong communication and organizational skills.

Ability to use computer and other technology

Ability to work independently and as part of a team.

Preferred Availability:

<input type="checkbox"/>	Sunday	<input type="checkbox"/>	Morning	<input type="checkbox"/>	Midday/Afternoon	<input type="checkbox"/>	Evening
<input checked="" type="checkbox"/>	Monday	<input checked="" type="checkbox"/>	Morning	<input checked="" type="checkbox"/>	Midday/Afternoon	<input checked="" type="checkbox"/>	Evening
<input checked="" type="checkbox"/>	Tuesday	<input checked="" type="checkbox"/>	Morning	<input checked="" type="checkbox"/>	Midday/Afternoon	<input checked="" type="checkbox"/>	Evening
<input checked="" type="checkbox"/>	Wednesday	<input checked="" type="checkbox"/>	Morning	<input checked="" type="checkbox"/>	Midday/Afternoon	<input checked="" type="checkbox"/>	Evening
<input checked="" type="checkbox"/>	Thursday	<input checked="" type="checkbox"/>	Morning	<input checked="" type="checkbox"/>	Midday/Afternoon	<input checked="" type="checkbox"/>	Evening
<input checked="" type="checkbox"/>	Friday	<input checked="" type="checkbox"/>	Morning	<input checked="" type="checkbox"/>	Midday/Afternoon	<input checked="" type="checkbox"/>	Evening
<input type="checkbox"/>	Saturday	<input type="checkbox"/>	Morning	<input type="checkbox"/>	Midday/Afternoon	<input type="checkbox"/>	Evening

Once an application is submitted, the Financial Aid Office will determine eligibility and forward the information to the respective Departments. Interviews will be conducted by the Department listed on the job description. Once a position is filled, the job posting will be removed from the website and other job posting areas.