

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: Admissions-Data Center
2. Position Title: Student Assistant
3. Number of positions available: 1
4. Date/Term student needed: 2026-27 Fall/Spring/Summer
5. Rate of Pay: \$10.00/hour

Description of duties:

Performs various duties to support the Offices Financial Aid and Admissions & Registrar's Data Processing Center. Provides outstanding customer service. Possesses the following capabilities: data entry with an attention to detail and accuracy; a willingness to work independently or within a group; detail oriented; and maintains a positive attitude and contributes to a cohesive team environment. Other duties as assigned. Applicants must comply with FERPA, Kilgore College, and department guidelines as related to confidentiality and privacy. Background check is required.

Requirements/Skills Required:

Strong oral and written communication skills essential, proficiency in Microsoft Outlook Suite vital, polite and pleasant demeanor a must, prompt and regular attendance during scheduled work times, remains focused to persevere and accomplish assigned tasks.

Preferred Availability: Monday through Friday – mornings, midday/afternoon, evenings, possibly some Saturdays but with previous notice.

Preferred Availability:

☐	Sunday	☐	Morning	☐	Midday/Afternoon	☐	Evening
☒	Monday	☒	Morning	☒	Midday/Afternoon	☒	Evening
☒	Tuesday	☒	Morning	☒	Midday/Afternoon	☒	Evening
☒	Wednesday	☒	Morning	☒	Midday/Afternoon	☒	Evening
☒	Thursday	☒	Morning	☒	Midday/Afternoon	☒	Evening
☒	Friday	☒	Morning	☒	Midday/Afternoon	☐	Evening
☐	Saturday	☐	Morning	☐	Midday/Afternoon	☐	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.