



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: Computer and Information Technology
2. Position title: Computer Lab 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:

Help students in the computer labs in the Porter BA building with Windows and Microsoft Office. Help keep the labs clean and the printers loaded with paper and toner. Assist faculty with minor tasks as needed, such as preparing documents and PowerPoint slides.

Requirements/Skills Required:

Requirements include proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, and Access. Candidate must be a good communicator and must be able to show understanding and patience when helping struggling computer students. Must be able to take direction well and work with little supervision. Must have successfully completed BCIS 1305.

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.