

## 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](http://www.Kilgore.edu/student-jobs).

1. Department or Office requesting work-study: Writing Studio/Kilgore Campus
2. Position Title: Clerical Assistant
3. Number of positions available: 1
4. Date/Term student needed: 2026-27 Fall / Spring
5. Rate of Pay: \$10.00/hr.

### Description of duties:

Writing Studio Clerical Assistant would:

1. Assist students in checking in and out for tutoring in Writing Studio
2. Assist students in scheduling appointments for Writing Studio
3. Answer the phone
4. Handle filing and retrieving files for use by tutors
5. Assist students when they have trouble logging into Wi-Fi and Blackboard

### Requirements/Skills Required:

General computer skills  
Punctuality  
Responsibility with personal information  
Friendly demeanor  
Respectful

### Preferred Availability:

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