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 one application per position 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 and applying for Work Study jobs, please visit www.Kilgore.edu/student-jobs.

1. **Department or Office requesting work-study:** Office of Admissions & Registrar
2. **Position Title:** Student Assistant
3. **Number of positions available:** 1 at $10/hr
4. **Date/Term student needed:** 2026-27

Description of duties:

- Provide assistance to customers at counter and on phone
- Print transcripts
- Process drops/withdrawals
- Process documents required for admission
- Scan documents into imaging system
- Assist with graduation ceremonies
- Assist with late registration
- Assist with Preview Day and Greater East Texas College Night

Requirements/Skills Required:

- Prior office experience preferred
- Good customer service/interpersonal skills
- Detail-oriented
- Computer literate
- Able to work in fast-paced environment
- Must be able to work in evenings three times a year for graduation
- Must be available to work between semesters

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.