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:** East Texas Oil Museum
2. **Position title:** Museum Assistant
3. **Number of positions available:** 1
4. **Date/term student needed:** 2026-27 Spring/Summer
5. **Rate of pay:** $10.00/hour

Description of duties:
Give tours, work gift shop and register, restock, clean, odds and end jobs

Requirements/Skills Required:
Work well with money, cash register, speak well, friendly and outgoing, work well with all age groups, be able to lift 25 pounds

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.