



A Unit of the Technical College System of Georgia

Office of Student Financial Aid
WGTC School Code 010487 (Waco)
Phone: 855-286-3462
Email: FinancialAid@westgatech.edu
www.westgatech.edu/financial-aid

Position: Federal Work Study/Human Resources

Location: Murphy Campus

Department: Administrative Affairs

Reports To: Gary Hoy

Nature of Duties: The Federal Work Study will provide aid to the Human Resources Department by performing general clerical duties including filing and other duties as assigned.

Minimum Qualifications:

- Must be enrolled as a student at West Georgia Technical College
- Student must have a completed FAFSA for the designated aid year and must be eligible for federal aid
- Ability to lift 20 lbs., bend and stoop on a regular basis

Preferred Qualifications:

- Excellent customer service skills
- High level of detail orientation
- Proficient use of Microsoft Word, Excel, and Visio
- Experience working with customers on the phone, via e-mail, and in person
- Previous HR experience a plus

Salary/Benefits: \$10 per hour; no benefits

Method of Application: Interested candidates must apply online through the [Federal Work Study Program](#) section of the WGTC website. Applicants will be contacted by area supervisor for interviews.

Note - Selected candidates must successfully complete a background check to include employment references, criminal history, and verification of employment prior to hire.

Employment Policy

The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed. Approval of employment does not constitute a contract. Continued employment is contingent upon job performance and funding.