



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/Library Assistant

Location: Douglas Campus

Department: Academic Affairs

Reports To: Sarah Page

Nature of Duties: Provides direct service to patrons at the circulation desk. Assist students, staff and faculty in the use of the library's computer center and Xerox machine. Assist library personnel in keeping the bulletin boards, informational tables, and displays organized and up-to-date. Assists patrons in using the catalog, locating materials, and searching for resources. Answer incoming calls and provide brief informational support. Assist library personnel in publicizing events, sort and shelve college books, magazines and newspapers. Assist with duties pertaining to proctoring/testing. 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

Preferred Qualifications:

- Experience in data entry and document processing
- Ability to demonstrate proper phone techniques and etiquette with ability to multi-task
- Proficient use of Google Drive, Microsoft Word, Excel, and Outlook
- Experience working with customers over phone, via email, and in person
- Ability to lift up to 20 lbs, bend and stoop on a regular basis

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.