



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 Note-taker/Reader

Location: Carroll Campus

Department: Academic Affairs

Reports To: Tangie Key

Nature of Duties: Prepare detailed and accurate notes for students registered with the program. Note-taker/Reader may be required to attend class to capture notes or capture notes from a recorded lecture. Assists in maintaining an effective learning environment. Tutors and assists students individually and in groups in a learning environment. Maintains tutoring records using Excel.

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
- Must be able to type notes using word processor and within 48 hours of student's class attendance
- Competent experience using computers and Microsoft Office
- Must abide by the confidentiality and recording agreements
- Must have a recommendation from WGTC faculty or staff

Preferred Qualifications:

- GPA of a 3.0 or higher and at least one year of college

Salary/Benefits: \$12 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.