



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](mailto:FinancialAid@westgatech.edu)  
[www.westgatech.edu/financial-aid](http://www.westgatech.edu/financial-aid)

**Position:** Federal Work Study/Student Worker

**Location:** Carroll Campus

**Department:** Business Technology

**Reports To:** Tanya Byrd-Johnson

**Nature of Duties:** The Federal Work Study will assist with greeting students, assisting students with registration, assisting at orientations, answering phones, making copies, and light clerical work 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:**

- Organizational skills
- Oral and written communication skills
- Ability to take and follow direction from supervisor
- Experience working with customers over phone, via email, and in person
- Proficient use of Microsoft Word, Excel and Outlook

**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.