



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/IT Department

Location: Murphy Campus

Department: Information Technology

Reports To: Rev St. Luc

Nature of Duties: The student worker will assist with software or hardware problems when able to do so, or refer users to specified technical support personnel for help. Help keep the computer labs organized and tidy. Greet students, answer the telephone, retrieve and open mail, shred documents, make copies, scan documents, file, keep printers and copiers stocked and other duties as assigned in accordance with the West Georgia Technical College Federal Work Study Handbook.

Competencies:

- Ability to break larger tasks into smaller manageable tasks;
- Skilled in the operation of computers and job related software programs;
- Organizational skills;
- Oral and written communication skills;
- Ability to take and follow direction from supervisor

Minimum Qualifications:

- Must be enrolled as a current 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:

- Possess good knowledge of cabling and troubleshooting computer hardware and software problems
- Ability to demonstrate proper phone techniques and etiquette with the ability to multi-task
- Experience with data entry and processing documents
- Proficient use of Microsoft Word, Excel, and Outlook
- Experience working with customers on the phone, via e-mail, and in person
- Ability to lift (up to 20lbs), bend and stoop on a regular basis

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.