



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/Instructional Design

**Location:** Murphy Campus

**Department:** Academic Affairs

**Reports To:** Myranda Stephens

**Nature of Duties:** The student worker will receive on-the-job training on universal design and accessibility compliance and apply these principles to implement solutions for accessibility barriers, such as creating transcripts for an instructional video and adding alternate text to images. The student worker will perform general clerical duties which include reviewing and editing documents, record-keeping, filing, typing, transcription, and other duties in accordance with the West Georgia Technical College Federal Work Study Handbook. This is an excellent opportunity for students interested in education, web and UX design, and business but is not limited to students in these programs.

**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 quickly and accurately
- Must have demonstrated proficiency in Microsoft Word and PowerPoint
- Must have the ability to multi-task and be detail-oriented.

**Preferred Qualifications:**

- Experience editing documents
- Experience using Blackboard as a student
- Experience working with customers over phone, via email, and in person

**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, sex, age, religion, disability, political affiliation or belief, genetic information, 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.