WEST GEORGIA
TECHNICAL COLLEGE

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/Student Worker

Location: Coweta CEC

Department: Nurse Aid/Health Science

Reports To: Lavurn Robinson

Nature of Duties: The Federal Work Study will assist with light clerical duties including filing, copying, and making files, and light housekeeping to include laundry and cleaning and organizing lab.

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.