



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/Receptionist

**Location:** Coweta Campus

**Department:** Student Affairs

**Reports To:** Enrollment Center Coordinator

**Nature of Duties:** The student worker will act as receptionist for the campus by greeting persons entering and directing visitors to appropriate departments. Additional general clerical duties may include answering phones, record-keeping, copying, filing, scanning, shredding, and other tasks as needed. All assigned tasks will remain in accordance with the West Georgia Technical College Federal Work-Study Handbook.

**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:**

- Experience in data entry and document processing
- Ability to demonstrate proper phone techniques and etiquette with the ability to multi-task
- Proficient use of Microsoft Word, Excel, and Outlook
- Experience working with customers over the 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 the 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.