

Kalamazoo Valley Community College

Work-Study Request Form

Employment Information

Job Title: Data Handling Assistant for ValleyHUB

Pay Rate: \$ 11.00 hourly

Department: Food Innovation Center

Campus & Location: Food Innovation Center
224 E. Crosstown Parkway
Kalamazoo, MI 49001

Responsibilities: This role will support data/file management and other computer related tasks associated with the ValleyHUB urban farm and food hub. Core tasks include organizing and maintaining storage of photos and other marketing/communications materials. Digitizing farm harvest logs and other documents; other data entry tasks as assigned.

Job Qualifications: Flexibility, adaptability, teamwork mindset. Basic computer use: Excel, Airtable, Local Food Marketpalce.

To apply complete the Financial Aid Adjustment Form and contact the Financial Aid Office at **269-488-4340. To be eligible you must have valid FAFSA on file and demonstrate financial need.

** For information please visit the Financial Aid Office at Texas Township or call **269-488-4340**.