

# Kalamazoo Valley Community College

## Work-Study Request Form

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### Employment Information

**Job Title:** Groves Administrative Assistant

**Pay Rate:** \$ 11.00 hourly

**Department:** Corporate Training

**Campus & Location:** Groves Campus  
7107 Elm Valley Drive  
Kalamazoo, MI 49009

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**Responsibilities:** Do you love a good process? Are you interested in event planning, business administration, assisting with administrative duties, or adult education? KVCC Corporate Training is a fast-paced, demand driven business service, provided by the Groves Campus.

**Job Qualifications:** Fast learner, attention to detail, willingness to support class set up and execution

\*\*To apply complete the Financial Aid Adjustment Form and contact Stacy at **269-488-4253**. 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**.