

# Kalamazoo Valley Community College

## Work-Study Request Form

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### Employment Information

**Job Title:** KVAAP Office Assistant

**Pay Rate:** \$ 11.00 hourly

**Department:** KVAPP

**Campus & Location:** Kalamazoo Valley Museum  
230 N. Rose St.  
Kalamazoo, MI 49007

**Responsibilities:** Assist the KVAAP staff with filing, calling students, organizing, special projects, events, and other general office duties.

**Job Qualifications:** Experience with computers and Microsoft Office Suite of products.

\*\*To apply complete the Financial Aid Adjustment Form and contact Derik Redding 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**.