

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT**  
**2011-2012= FEDERAL WORK STUDY JOB VACANCY REQUEST**

Division: Fashion Design

Phone: 214-860-2344

Division Supervisor of Work Study Assistants: Brenda Carlson

Number of Assistants Needed: 1

Schedule: 18 hours.5 / week

Job Description: Fashion department assistance needed for class prototypes, models, scanning for power points and archiving of student projects. Clerical organization for events as FGI Career Day, Earth Day, "Organic in the City" and other ECC/community events. Assist in fashion student displays, maintaining historic fashion archives, and classroom aesthetics.

Skills Required: Computer proficiency. Excell. Must be a self starter, reliable, and highly organized. Sewing proficiency. Ability to understand patterns.

Division Approval:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_