2015-16 Pendleton Campus Opportunities

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Biology
Bookstore
Bridge to Clemson
Business Office
Business and Public Services
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Career Services
CNC Programming and Operations
Computer Information Technology
Connect to College
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Admissions Office

**Position:** Admissions Assistant  
**Department:** Admissions  
**Supervisor:** Caroline Williams  
**Description:**  
- Assist the Generalists in the Admissions Success Center/Lab by greeting customers and providing directions  
- Assist students in the registration process  
- Maintain student confidentiality at all times  
- Be patient and helpful during the registration process  
- Guide students without completing schedules, advising about classes, etc.  
- Hours include weekday daytime and evening hours (if desired until 6:30 PM)  
- Must be available during entire semester in which the student was hired  
- Other general office functions  
**Pay rate:** $7.25  
**Posted:** 06/22/2015  
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**Position:** Orientation Leader  
**Department:** Admissions  
**Supervisor:** Jenni Creamer; Tiffany Blackwell  
**Description:** The primary role of an Orientation Leader is to provide guidance and support throughout the orientation experience. They are expected to learn the most important aspects of the college and of orientation to best facilitate positive interactions with students. As representatives of Tri-County Technical College, the Orientation Leaders are expected to be able to fulfill varying and diverse roles throughout orientation sessions, including serve as a friend and mentor to new students. The minimum expectations and responsibilities for Orientation Leaders include, but are not limited to:  
- Attending and actively participating in orientations  
- Work on a team with other Orientation Leaders and TCTC staff and faculty  
- Participating and assisting with the organization, planning, and implementation of orientation activities for the sessions. These tasks include:  
  - Assist in set-up and break down of registration  
  - Greet students, parents, and guests as they arrive  
  - Respond to student and parent questions  
  - Making introductions between students and academic divisions  
  - Making contacts with students before, during, and after orientation  
  - Assist enrolling new students in fall classes  
**Qualifications**  
The minimum qualifications for Orientation Leaders include:  
- Good academic standing, with a preferred cumulative GPA of 2.0 or above.  
- Demonstrate the ability to be reliable, responsible, confident, and flexible.  
- Problem-solving ability, creativity, and strong work ethic are essential.  
- Understand and support the purpose of the New Student Orientation Program.  
- Demonstrate the ability to work effectively with a diverse group of team members, students, parents, and faculty and staff.  
- Demonstrate a desire to help others learn about college life at Tri-County.
• Be available to attend all orientation sessions.

Pay rate: $7.25
Posted: 09/29/2015
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Position: Tour Guide
Department: Recruitment
Supervisor: Christina Houck; Tiffany Blackwell

Description: The primary role for a Student Tour Guide is to provide guidance and information about Tri-County Technical College to new students, their families and other campus visitors. The minimum expectations and responsibilities for Student Tour Guides include, but are not limited to:

• Tours
Guiding tours is the most visible aspect of the job, and can be a very influential factor in a prospective student's decision to attend Tri-County. Student Guides must be able to tell stories, answer questions, and relay pertinent information to prospective students and their families about all facets of the TCTC experience. This also requires an ability to convey important marketing and public relations points. Training is provided.

• Office Work
In-office work is plentiful and students who are not giving tours are expected to do daily office tasks (filing, mailings, organizing, etc.) during their weekly office hours. At times throughout the year office work may be the main activity for a tour guide.

• Phone-a-Thons
Students will utilize some of their hours calling students at various parts of their admissions process, to encourage them to attend events, and help register students for orientation.

• Other Duties
Participation in special on-campus events and other meetings are also required.

Qualifications
The minimum qualifications for Student Tour Guides include:

• Currently enrolled Tri-County student taking at least 6 Credits
• Good academic standing, with a preferred cumulative GPA of 2.5 or above.
• Remain in good academic standing with the College during your tenure in the position and conduct yourself in an appropriate manner both in person and electronically via the Internet (Twitter, Facebook, etc).
• Demonstrate the ability to be reliable, responsible, confident, and flexible.
• Understand and support the purpose of the Admissions and Recruitment Office.
• Demonstrate the ability to work effectively with a diverse group of team members, students, parents, and faculty and staff.
• Demonstrate a desire to help others learn about college life at Tri-County.

Pay rate: $7.25
Posted: 09/29/2015
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Advising

Position: Administrative Assistant
Department: Advising
Supervisor: Mary Heyer

Description: Assist Student Success Coach (SSC) Advising offices with day to day operations. Duties include answering a variety of questions, assist students with eTC and programs within eTC, answering phones, data entry, and scheduling appointments. Ability to assist students with using a computer is
required. Ability to follow and carry out directions and tasks. Strong technology, customer service, and multi-tasking skills. Must maintain and understand the importance of confidentiality of information. Knowledge of Microsoft Office and use of eTC is preferred.

**Pay rate:** $7.25  
**Posted:** 06/22/2015  
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### Automotive Technology

**Position:** Automotive Technology Student Employee  
**Department:** Automotive Technology  
**Supervisor:** Trent Hulehan  
**Description:** Seeking an Automotive student to be responsible for keeping the automotive labs clean and maintaining the automotive equipment and supplies.  
**Pay rate:** $7.25  
**Posted:** 06/22/2015  
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### Biology

**Position:** Lab Assistant  
**Department:** Biology  
**Supervisor:** Kevin Foley  
**Description:**
1. Help gather equipment/materials for lab exercises.  
2. Promote safety in the laboratory by activities such as the following:  
   – dispose of broken glassware safely in a broken-glass box;  
   - wipe up spills;  
   – notify supervisor if aware that equipment is not working properly.  
3. Perform regular laboratory maintenance activities such as:  
   – wash glassware by hand or with dishwasher, as appropriate;  
   - autoclave materials as needed;  
   – Refill student stations with supplies (paper towels, water, disinfectant and glassware cleaner).  
**Pay rate:** $7.25  
**Posted:** 06/22/2015  
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### Bookstore

**Position:** Bookstore Associate  
**Department:** Bookstore  
**Supervisor:** Andy Robinson  
**Description:** Provide excellent customer service by operating cash register and assisting customers. Duties include stocking shelves, running errands on campus, and pricing goods. Computer experience a plus!  
**Pay rate:** $7.25  
**Posted:** 06/22/2015  
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Bridge to Clemson

**Position:** Administrative Assistant  
**Department:** Bridge to Clemson  
**Supervisor:** Debbie Powell  
**Description:** Assist with Bridge program tours by setting out directional signs and assisting at check-in, assist with Bridge mailings, and assist with preparing for Bridge orientations. Assist with Dual Enrollment by assembling folders for Dual Enrollment orientations; processing permission forms and lottery forms; and copying, delivering, and filing Curriculum Student Registration forms. Perform other clerical duties as needed.  
**Pay rate:** $7.25  
**Posted:** 06/22/2015  
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Business Office

**Position:** Business Office/Accounts Payable Student Employee  
**Department:** Finance Office  
**Supervisor:** Debbie Norris  
**Description:** Student employee needed to assist with various tasks in the Business Office; included but not limited to: assisting Accounts Payable, assisting Grants Manager; and assisting Purchasing Department, with various daily tasks. Experience/knowledge of Microsoft Office pertinent.  
**Pay rate:** $7.25  
**Posted:** 06/22/2015  
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Business and Public Services

**Position:** Business & Public Services Administrative Assistant  
**Department:** Business & Public Services Division  
**Supervisor:** Melinda Zeigler  
**Description:** Work-study student will cover reception area desk in the Business & Public Services Division as well as perform moderate clerical work. Duties will include greeting visitors, giving on-campus directions, answering questions about the campus, and some phone contact. Students will also key documents as requested, make copies, run errands, process mail distribution with light lifting involved, and perform other clerical duties. Knowledge of Microsoft Word is required; Excel and Access skills would be beneficial.  
**Pay rate:** $7.25  
**Posted:** 07/15/2015  
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Café

**Position:** Kitchen Assistant  
**Department:** Cafe  
**Supervisor:** Sandra Dacus  
**Description:** Assist in the College Cafe kitchen by washing dishes, cleaning counter and tables, and running errands.  
**Pay rate:** $7.25  
**Posted:** 06/22/2015  
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Career Services

**Position:** Career Services Student-Employee  
**Department:** Career Services  
**Supervisor:** Glenn Hellenga  
**Description:** General office tasks: answering phone, greeting visitors, scheduling appointments, monitoring computers and printer in lab, provide computer assistance as needed; assist students with using College Central Network, SCOIS, Kuder and Perfect Interview.  
**Pay rate:** $7.25  
**Posted:** 06/22/2015  
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CNC Programming and Operations

**Position:** Machine Tool Technology Student-Employee  
**Department:** CNC Programming and Operations  
**Supervisor:** Dave Walker  
**Description:** Student employee will assist with setup, maintenance and repair in MTT labs. Additional duties will include cleaning, lubricating machines and machining repair parts.  
**Pay rate:** $7.25  
**Posted:** 06/22/2015  
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Computer Information Technology

**Position:** Computer Information Technology Student-Employee  
**Department:** Computer Information Technology  
**Supervisor:** Suzanne Konieczny  
**Description:** Duties may include tutoring for CIT Courses, lab maintenance, and administrative duties. Pay rate: $7.25  
**Posted:** 06/22/2015  
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Connect to College

**Position:** Administrative Assistant  
**Department:** Connect to College  
**Supervisor:** Cathy Strasser  
**Description:** The ideal candidate would be flexible working on administrative duties and student oriented tasks. The student worker should be well versed in Microsoft Office Suite, especially Word, Excel, PowerPoint, and Publisher.

The candidate will primarily help C2C staff with a variety of clerical, office, and general support duties. Work assignments might include (but not limited to) answering the phone and directing callers, taking messages, filing, preparing handouts and documentation, data entry, and maintaining an orderly office/storage area.

Chosen applicant will also assist C2C staff with student related duties. Work assignments will include preparing materials for Overview Sessions, taking inventory of student resources, and aiding students with basic academic support such as locating information on eTC or accessing course materials through Blackboard. Additional responsibilities might include tutoring in an area for which the work-study is qualified or feels comfortable.
(Connect to College is a dual credit dropout recovery program for youth between the ages of 17-21. Students earn credit applicable to a high school diploma, which is awarded by their sponsoring high school, and credit from Tri-County Technical College, which is applicable to a postsecondary credential.)

Pay rate: $7.25
Posted: 06/22/2015
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Criminal Justice
Position: Criminal Justice Student-Employee
Department: Criminal Justice Department
Supervisor: Chris McFarlin
Description: The CRJ Work Study will be available to assist the CRJ Faculty and Staff will daily clerical duties as well as specific program and event needs.
General duties may include, but are not limited to, the following: creating file folders, creating and formatting word documents, running errands, equipment maintenance, and other clerical duties.
Specific program and event needs may include, but are not limited to, the following: CRJ career fair and law enforcement banquet setup, organization, and cleanup as well as advisory committee meeting assistance.
CRJ Work Study may be required to attend and assist with events on satellite community campuses in Anderson and Easley.
Pay rate: $7.25
Posted: 06/22/2015
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Dental Assisting
Position: Dental Assisting Student-Employee
Department: Dental Assisting
Supervisor: Donna Palmer
Description: The student will be responsible for filing documents, organizing information, sending information to print shop, typing small documents and assisting adjunct faculty.
Pay rate: $7.25
Posted: 06/22/2015
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Early Childhood
Position: Administrative Assistant
Department: Early Childhood Development
Supervisor: Meredith McClure
Description: Assist with phone calls, filing, paper work, and project planning.
Pay rate: $7.25
Posted: 06/22/2015
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Financial Aid Office
Position: Administrative Assistant
Department: Financial Aid
Supervisor: Cathy Cole
Description: Student will assist with a variety of office duties. Some may include coverage of the front
desk, answering customer phone calls and emails, imaging files, filing, logging incoming paperwork, creating files, maintaining spreadsheets, assisting with special projects.  
Attention to detail, dependability, and a willingness to work hard a must.

**Pay rate:** $7.25  
**Posted:** 06/22/2015  
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**General Electronics Engineering**

**Position:** Lab Assistant  
**Department:** General Engineering Technology  
**Supervisor:** Mandy Orzechowski  
**Description:** The General Engineering Technology (GET) Program needs student employees to help maintain the GET labs. Tasks will include lab organization, maintaining lab equipment and creating and maintaining special equipment.  
**Pay rate:** $7.25  
**Posted:** 06/22/2015  
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**HVAC Industrial Maintenance**

**Position:** HVAC Student-Employee  
**Department:** Industrial Maintenance HVAC  
**Supervisor:** Justin Herndon  
**Description:** Student employee will work with HVAC department faculty and staff in keeping up the department and materials. HVAC background is preferred. Need to be able to lift 50 pounds, work in the heat, follow directions, and be self-directed in completing required tasks as outlined by the faculty and staff.  
**Pay rate:** $7.25  
**Posted:** 06/22/2015  
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**Industrial & Business Development Center (IBDC)**

**Position:** Administrative Assistant  
**Department:** Industrial & Business Development Center (IBDC)  
**Supervisor:** Alicia Brown  
**Description:** Assist the Accelerated Learning Center for Office Professionals program manager with the day to day operations of the Learning Center. Duties include assisting students, filing, student registration, book inventory, and assisting with grading assignments. Ability to assist students with using a computer is required. Knowledge of Microsoft Office is preferred.  
**Pay rate:** $7.25  
**Posted:** 09/14/2015  
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**Industrial Electronics Technology**

**Position:** IET Lab Assistant  
**Department:** Industrial Electronics Technology  
**Supervisor:** Robert Ellenburg  
**Description:** Clean, maintain, and organize lab facilities. Restock lab supplies. Assist instructors with lab
setup and breakdown. Help setup and breakdown special projects and presentations. Various duties as required by instructors and program coordinator.

**Pay rate:** $7.25  
**Posted:** 06/22/2015  
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### Institutional Advancement

**Position:** Administrative Assistant  
**Department:** Office of VP Institutional Advancement  
**Supervisor:** Beth Byars  
**Description:** We have several different offices in our location. So, there would be work for someone helping with alumni, foundation and giving manager. We have a fall and spring golf tournament, filing, computer work, stuffing envelopes, running labels, and other.

**Pay rate:** $7.25  
**Posted:** 08/21/2015  
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### Library Operations

**Position:** Library Assistant  
**Department:** Library Operations – Pendleton Campus  
**Supervisor:** Claudia Poore  
**Description:** Student employee’s tasks will include:

- Circulation duties including check-out, discharge, shelf reading and shelving of all materials.
- Cleaning and straightening of tables and chairs, computer areas including key boards and circulation desk.
- Basic communication skills is necessary for answering telephone and basic library questions.

**Pay rate:** $7.25  
**Posted:** 06/22/2015  
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### Mechatronics

**Position:** Mechatronics Lab Student Employee  
**Department:** Mechatronics  
**Supervisor:** Danny Stovall  
**Description:** Student employee will keep Mechatronics labs clean and in order; will take direction from Danny Stovall or Mark Franks for additional assignments.

**Pay rate:** $7.25  
**Posted:** 06/22/2015  
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### Media Technology and Arts

**Position:** Media Technology and Arts Equipment Manager  
**Department:** Media Technology and Arts  
**Supervisor:** Amy Roberts  
**Description:** The ideal candidate will be familiar with Media Technology and Arts equipment and will have completed Media Technology and Arts base course with high grades and understanding. Student employee will assist with maintaining equipment checkout room and equipment database procedures and day to day operations. Student employee will also assist faculty as needed.

**Pay rate:** $7.25
Position: Lab Technician  
Department: Media Technology and Arts  
Supervisor: John Woodson  
Description: Student employee will maintain audio/radio edit labs and equipment and perform other duties as assigned. Social Media skills a plus.  
Pay rate: $7.25  
Posted: 06/22/2015  
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Medical Assisting/Surgical Technology  
Position: Administrative Assistant  
Department: Medical Assisting/Surgical Technology  
Supervisor: Laura McClain/Robin Phelps  
Description:  
Job Responsibilities will include:  
- Filing documents  
- Organizing information, documents, and supplies  
- Typing small documents  
- Copying/Scanning of documents  
- Assisting Medical Assisting Program Coordinator, Lecturer, and Adjunct faculty as needed  
- Assisting with on-campus Medical Assisting activities (pinning ceremony, bake sales, Get Connected, etc.)  
- Organize supplies (lab & office)  
- On-campus errands, such as picking up/delivering mail and taking items to print shop  

Requirement: Must be a Health Education Major due to HIPAA laws.  
Requirement: Must NOT be a declared Medical Assisting major or in the Medical Assisting Program.  
Requirement: Must NOT be a declared Surgical Technology major.  

Only those with strong work ethic and dependability need apply. Please feel free to call Laura McClain or if you have any questions:  
- Robin Phelps, Surgical Technology Program Coordinator, 864-646-1401  
- Laura McClain, RN, CMA(AAMA) Medical Assisting Program Coordinator, 864-646-1352.  

Pay rate: $7.25  
Posted: 07/08/2015  
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Medical Lab Technician  
Position: Medical Lab Technician Student Employee  
Department: Medical Lab Technician  
Supervisor: Polly Kay  
Description: Student employee duties will include light typing, filing, gathering mail, organizing supplies,
delivering items across campus, and other errands as required.

Pay rate: $7.25
Posted: 06/22/2015
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Nursing

Position: Lab Assistant
Department: AD Nursing
Supervisor: Debbie Thrasher
Description: Student employee will assist with cleaning, setting up and organizing the lab area.
Requirement: Must be in their second year and must NOT be a Nursing student.

Pay rate: $7.25
Posted: 06/22/2015
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Patriots’ Place

Position: Patriots’ Place Student Assistant
Department: Student Development
Supervisor: Stephanie Winkler
Description:
1. Serve as a resource in Patriots’ Place and work to connect student veterans and their families with Veterans Administration (VA) resources and other resources.
2. Assist TCTC Enrollment and Admissions to develop a recruiting and retention plan for student veterans
3. Communicate important information and deadlines to student veterans.
4. Assist with creating and implementing veteran events (planning, advertising, set up, etc.)
5. Assist in keeping Patriots’ Place stocked with supplies, brochures, etc. and assist in keeping space clean and functional.

Pay rate: $7.25
Posted: 06/22/2015
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Physical Science

Position: Lab Assistant
Department: Physical Science
Supervisor: Kevin Foley
Description: Student employee will perform regular laboratory maintenance activities including: Wash glassware, maintain clean work area and lab classrooms, and refill student lab benches with supplies (paper towels, water, and soap), Dispose of waste and broken glassware safely; Report broken equipment; Record Chemical and equipment inventory. Assist with weekly lab preparation for Chemistry, Physical Science, and physics labs including: Checking Prep “set-outs” are complete and dates are accurate, Removing lab “set-outs” when labs are complete, Note broken, missing ,and dirty equipment or lab ware, Return chemicals, equipment, lab ware to proper storage area.

Pay rate: $7.25
Position: Administrative Assistant  
Department: Physical Science  
Supervisor: Vickie Robinson  
Description: Student employee will perform light office work, filing, typing.  
Pay rate: $7.25  
Posted: 06/22/2015  
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Printing and Postal Services  
Position: Printing and Postal Services Student-Employee  
Department: Print Shop Operations  
Supervisor: Denise Hall  
Description: Student employee will assist Printing and Postal Services staff by collating, drilling, cutting, binding and stuffing printed materials. Processing duplication request and delivering items to departments.  
Pay rate: $7.25  
Posted: 06/22/2015  
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Public Relations  
Position: Public Relations Student-Employee  
Department: Public Relations  
Supervisor: Lisa Garrett  
Description: The hired student employee will assist with the following duties:  
• Assist with mass mailings from the President’s Office and Public Relations Office  
• Maintain College newspaper clippings and distributions  
• Create new files for employees, events, and programs  
• General office duties such as filing, copying, and answering phones  
• Assist with College events  
• Be proficient in Excel and work in database to track RSVPs for events, create nametags by sorting attendees and merging names with Word template, merge attendees with Word letter  
• Restock three-county library racks with College catalogs and curriculum brochures.  
• Assist the Director of Public Relations and Communications with meeting preparation by making packets, coordinating audio-visual needs, reserving conference room, etc.  
Pay rate: $7.25  
Posted: 06/22/2015  
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SC Accelerate (EIT)  
Position: Administrative Assistant/Tutor  
Department: SC ACCELERATE  
Supervisor: Emma Campbell  
Description: Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.  
Review files, records and other documents to obtain information to respond to request.  
Compile, copy, sort, and file records of office activities as needed.  
Answer telephones, direct calls, and take messages.
Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
Provide personal instruction to individual or a small group of people to improve academic performance, improve occupational skills, or prepare for tests.
Assist students with study skills, note taking skills and test taking strategies.

**Student Development Office**

**Position:** Student Development Student-Employee  
**Department:** Student Development  
**Supervisor:** Tammy Lollis  
**Description:** Student employee will be expected to work with a limited amount of supervision. Must be able to perform and complete tasks by deadlines, and be able to assume minor responsibilities when appropriate. MUST be able to deal with a variety of different and unique situations. Confidentiality is crucial. Duties will include but are not limited to: Answering office phone, filing, typing, copying and faxing documents, as well as retrieving and carrying mail to and from designated areas. Directing students and visitors to the proper counselor or office for assistance. Assist with Student Life and Counseling, and Student Engagement events. *May be require to assist students with disabilities during testing.*

**Pay rate:** $7.25  
**Posted:** 06/22/2015  
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**Student Records Office**

**Position:** Data Entry Clerk/Special Projects Associate  
**Department:** Student Records  
**Supervisor:** Scott Harvey  
**Description:** Under the general supervision of the Registrar, the Data Entry Clerk/Special Projects Associate provides administrative and cross-functional support in Student Records.

**Pay rate:** $7.25  
**Posted:** 06/22/2015  
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**Student Support Services**

**Position:** Student Ambassador  
**Department:** Student Support Services  
**Supervisor:** Ashely Isreal, Croslena Johnson  
**Description:** Job duties could include:
- Provide campus tours
- Assist with recruitment events (on and off campus)
- Make follow-up calls to prospective students
- Recruit new ambassadors
- Assist with Orientations
- Guide and direct students on campus
- Assist students with eTC
- Make orientation packets
- Assist with specific community events: 5-K Runs, Golf Tournaments: Blue Grass Festival, Annual Report Luncheon
- Assist with student activities/events on campus

Qualifications:
To be eligible to serve as a Student Ambassador, students must
• Have a minimum 2.25 GPA after completing at least 12 credit hours through TCTC (a 2.5 GPA is preferred);
• Be enrolled full-time or PT (in both the fall and spring terms);
• Submit the Student Ambassadors application;
• Provide two recommendations; (at least one recommendation must be from a TCTC faculty member. The other recommendation can be from a TCTC faculty member, a TCTC staff member, or from another source.)
• Participate in an interview with the selection committee;
• Have reliable transportation to attend activities and events at multiple locations.
• MUST be able to attend the two day Training.

Pay rate: $7.25
Posted: 09/29/2015
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Tutoring Center

Position: Tutoring Center Student-Employee
Department: Advising/Tutoring
Supervisor: Pat Seawright
Description: Student Employee will exhibit the following attributes and skills:
• a desire to do good work;
• punctuality and good attendance;
• a pleasant demeanor that contributes to a calm atmosphere;
• the ability to handle receptionist’s duties, including greeting clients and answering the phone;
• decision-making skills to answer client’s questions, as well as questions from tutors and faculty, about any aspect of the Tutoring Center at any of the three campuses;
• the ability to keep up with a complicated schedule of appointments, tutoring sessions, drop-in sessions, and subject areas;
• excellent computer skills, especially EXCEL and WORD;
• excellent keyboarding skills;
• the ability to set up spreadsheets of tutoring data;
• the ability to create charts/graphs depicting the data;
• the ability to determine which issues need to be reported to the coordinator;
• the ability to create and maintain files of tutoring records;
• the willingness to help maintain a neat, clean, and orderly Tutoring Center (light custodial duties);
• the ability to help with updating tutor information and the Tutoring Handbook;
• the willingness to perform other similar duties that may arise and that are mutually agreed upon between the work study and the coordinator.

Pay rate: $7.25
Posted: 06/22/2015
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Veterinary Technology

Position: Animal Caretaker
Department: Veterinary Technology
Supervisor: Debbie Thrasher
Description: Student employees’ duties will consist of: cleaning and disinfecting animal areas, walking dogs, washing, drying and folding laundry, and other duties as assigned. This position requires the ability to read, write, and speak English, the ability to lift a minimum of 50 pounds, and the demonstrated ability to get along with animals.

Student must not be a veterinary technology student.
Pay rate: $7.25
**Position:** Administrative Assistant  
**Department:** Veterinary/Nursing Technology  
**Supervisor:** Debbie Thrasher  
**Description:** Student employee will assist the Veterinary/Nursing Technology Administrative Assistant, Department Head and Faculty with various clerical tasks. Tasks may include filing student papers, sorting mail and organizing supplies. This position does not involve working with animals.  
**Student cannot be a Vet Tech or Nursing Major**  
**Pay rate:** $7.25  
**Posted:** 06/22/2015

**Welding Technology**

**Position:** Welding Student-Employee  
**Department:** Welding Technology  
**Supervisor:** Paul Phelps  
**Description:** Student employee will work with welding department faculty and staff in keeping up the department equipment and materials. Welding background preferred. Need to be able to lift 50 pounds, work in the heat, follow directions, and be self-directed in completing required tasks as outlined by the faculty and staff.  
**Pay rate:** $7.25  
**Posted:** 06/22/2015