

Admissions Student EDGE Leader

DEPARTMENT: Admissions

JOB TITLE: Student EDGE Leader

SUPERVISOR: Tina Burton, Administrative Specialist II
Ruby Hicks, RH-180
Tburton3@tctc.edu
864-646-2030

DUTIES:

The role for an EDGE leader is to provide guidance and information about TCTC to new students, their families and other campus visitors. EDGE leaders must be able to give guided tours and tell stories, answer questions and also relay pertinent information to prospective students and their families about all facets of the TCTC experience. Office work is plentiful and not limited to filing, mailings, organizing, etc. Other duties will also help cover Welcome Center stations in Ruby Hicks Hall on the Pendleton Campus and participate in special on-campus events and other meetings that are required.

QUALIFICATIONS:

Ideal candidates for this job will be dependable and responsible, have the ability communicate effectively and work independently when necessary, effectively use Microsoft Office applications, and agree to adhere to confidentiality as required by FERPA.

SCHEDULE:

The schedule for this job is flexible during the hours of 8:00 a.m. through 5:00 p.m.

HOURS PER WEEK: 10 hours per week, dependent upon work load

PAY INFORMATION: \$10 per hour

Location: Pendleton Campus