

Student Success Coach Office Assistant

DEPARTMENT: Student Success Coach Office

JOB TITLE: Success Coach Office Assistant

SUPERVISOR: Mary Heyer, Student Services Program Coordinator II
Ruby Hicks, RH-110
mheyer@tctc.edu
864-646-1610

DUTIES:

Assist the Advising/Success Coach offices with setting up events, answering questions about MyTCTC, data entry, student outreach, escort student to other buildings or give a small group tour of the campus and other tasks as needed.

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: 20 hours per week, dependent upon work load

PAY INFORMATION: \$10 per hour

Location: Pendleton Campus