

CCE Healthcare Office Assistant

DEPARTMENT: Corporate and Community Education - Healthcare

JOB TITLE: Student Office Assistant

SUPERVISOR: Carolyn Stewart, Training and Development Director II
Industrial & Business, IB-114

Cstewa18@tctc.edu

864-646-1724

DUTIES:

Filing, making copies, helping prep and set up for classes, help with book and supply inventory, and other duties as assigned. Office and classroom setting, will need to lift mannequins and books.

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.

***Must be able to lift 25 lbs.**

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