

## CCE Transportation Office Assistant

**DEPARTMENT:** Corporate Community Education - Transportation

**JOB TITLE:** Student Office Assistant

**SUPERVISOR:** Tracey Robinson, Instructor/Training Coordinator  
Anderson Quick Job Center, AQ-001  
[trobin26@tctc.edu](mailto:trobin26@tctc.edu)  
864-646-6754

**DUTIES:**

Student employee will assist training coordinator with phone calls, making copies and folders for upcoming classes, reorganizing file cabinets and purging old folders. Other projects as needed.

**QUALIFICATIONS:**

Ideal candidates for this job will be dependable and responsible, have the ability to 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