

CCE Transportation Office Assistant

DEPARTMENT: Corporate Community Education - Transportation

JOB TITLE: Student Office Assistant

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

Cstewa18@tctc.edu

864-646-1724

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 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