

Career Services Administrative Aid

DEPARTMENT: Career Services

JOB TITLE: Administrative Aid

SUPERVISOR: Ellen Pate, Director of Career Services
Ruby Hicks, RH-185
epate@tctc.edu
864-646-1362

DUTIES:

Providing friendly customer services to students, staff and community members upon their arrival to Career and Employability Resources (CER). Directing calls and scheduling student appointments for and with CER staff. Provide referrals to campus colleagues and partners if students/customers need services outside of our service area (TC Central, Corporate and Community Education, etc.)

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: \$12 per hour

Location: Pendleton Campus