

Criminal Justice Student Employee

DEPARTMENT: Criminal Justice

JOB TITLE: Student Employee

SUPERVISOR: Tom Lawrence, Academic Program Director
Pickens Hall, PK-141
tlawrenc@tctc.edu
864-646-1429

DUTIES:

General duties will consist of creating file folders, creating and formatting word documents, running errands, equipment maintenance, running Force Simulation Lab, attending CRJ related meetings and making phone calls on behalf of CRJ department, and other duties as assigned. Will also attend special events and program meetings.

Training will be provided to cover job responsibilities and expectations .

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