

Academic Development Office Assistant

DEPARTMENT: Academic Development

JOB TITLE: Student Assistant

SUPERVISOR: Dr. Laura Kaufmann, Faculty Developer/Curriculum Coordinator
Ruby Hicks, RH-270
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864-646-1691

DUTIES:

Support the Office of Academic Development through updating and maintaining the website, creating and editing audio/video content, organizing professional development materials, managing Microsoft Forms, and providing administrative support as needed. This is an excellent opportunity for a student who is interested in graphic design, digital marketing, or multimedia production.

QUALIFICATIONS:

Ideal candidates for this job will be dependable, organized, and willing to learn. They must also be familiar with using audio/video applications and Microsoft Office applications. And must 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. Monday-Wednesday.

HOURS PER WEEK: up to 20 hours per week, dependent upon work load.

PAY INFORMATION: \$10 per hour

Location: Pendleton Campus