# Student Success Coach Office Assistant

**DEPARTMENT:** **Student Success Coach Office**

**JOB TITLE:** **Success Coach Office Assistant**

**SUPERVISOR:** **Chanda Harkins, Success Coach**
**Ruby Hicks, RH-110**
**Charkin1@tctc.edu**
**864-646-2064**

**DUTIES:**

Assist the Advising/Success Coach offices with setting up events, answering questions about MyTCTC, data entry, student outreach, escorting students to other buildings or give a small group tour of the campus and other tasks 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:** 20 hours per week, dependent upon workload

**PAY INFORMATION:** $10 per hour

**Location:** Pendleton Campus