

DEPARTMENT: Registrar's Office

JOB TITLE: Work Study Assistant

SUPERVISOR: April White Pugh, Registrar
Ruby Hicks, RH-133
awhitepu@tctc.edu
864-646-1876

DUTIES:

As a Registrar's Work Study Assistant, you will support a team of student records specialist with duties that may include, but are not limited to, data entry; assisting with the digitization and organization of student records; filing and retrieving student records as needed; providing friendly/helpful assistance to students, faculty, and staff in person, via email, or by phone as appropriate; responding to inquiries about transcripts and other registrar-related topics; preparing mailings, packets, and other material as needed; and other special projects.

QUALIFICATIONS:

Ideal candidates for this job will have strong attention to detail, excellent organizational skills, ability to work independently and as part of a team, effectively use Microsoft Office applications, excellent interpersonal and communication skills, and agree to adhere to confidentiality as required by FERPA.

This position is ideal for students interested in gaining experience in a fast-paced office environment and developing skills related to higher education.

Preferred: Prior office experience or interest in higher education administration or records management.

SCHEDULE:

The schedule for this job is flexible during the hours of 8:00 a.m. through 5:00 p.m. Mon-Thurs, 8:00 a.m. to 2:00 p.m. on Fridays. The Registrar's Office needs assistants who can work AM hours (between 8 and 11 AM), mid-day hours (between 11 AM and 1 PM), or afternoon hours (between 1 PM and 4 PM).

HOURS PER WEEK: Up to 20 hours per week, dependent upon workload

PAY INFORMATION: \$10 per hour

Location: Pendleton Campus