

Student Support Office Assistant

DEPARTMENT: Student Support and Engagement

JOB TITLE: Student Support Office Assistant

SUPERVISOR: Laneisha Searles Davis,
Program Coordinator – Student Support
Student Success Center, SC-120
lsearles@tctc.edu
864-646-1873

DUTIES:

Must be customer service oriented, welcoming students and visitors to the suite and answering questions. Answering phone, filing, data entry, copying and scanning both non-confidential and confidential documents, retrieving and carrying mail to and from designated areas, greeting students and visitors and directing them to the proper office or person, in addition to other office related functions and duties as assigned. Assistance in development, implementation, and advertising of Awareness Month Events, aid in Student Support Programs, and assist in maintaining food pantry items. Be comfortable with interacting with students experiencing crisis/non-crisis concerns and follow office protocol and adhere confidentiality guidelines.

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.

***must be able to lift up to 25lbs**

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