

# Federal Work Study Position Announcement

**Supervisor:** Lee Beal

**Position:** Student Services/Admissions Office Assistant

**Department Location:** Harper Building

**Purpose of Program:** To assist college students in a degree-related field to gain knowledge and experience they can apply to their career path, as well as allowing them to earn extra income while they are learning.

**Qualifications:** Applicant must be in a degree related program of study at TCCC. Applicant must be familiar with Microsoft Word & Excel and be able to operate standard office equipment. Applicant must be willing to sign an agreement of confidentiality concerning work-study related duties.

**Responsibilities:** Assist students and visitors in a friendly, professional manner. Create and maintain student files; carry out general clerical duties, such as copying and filing, creating spreadsheets, and assisting with incoming and outgoing mail. Straightening and sanitizing the high traffic areas in the Student Services Lobby, Testing Center, and Student Lounge will be expected. Perform other duties as requested by the Admissions office personnel.

**Anticipated Hiring Date:** August 27, 2018 – May 7, 2019

**Application Deadline** Open until filled

**Rate of Pay:** \$8.00/hour

**Hours Per Week/Month:** 15 hrs per week/Maximum 60 hrs per month

**Contact Person:** Lee Beal  
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*To be eligible for this position, the student must be currently enrolled in at least 6 credit hours. In addition, all applicants must apply for financial aid by completing the 2018-2019 FAFSA form.*