

Federal Work Study Position Announcement

Supervisor: Keith Marcus

Position: Office Assistant

Department Location: Automotive Systems Technology/Automotive Building

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

Qualifications: Knowledge of basic clerical skills, such as typing, filing, copying, and organizing. Answering telephone, in person inquiries, taking minutes in committee meeting. Help maintain and update documents for NATEF certification and documentation. Applicant should have knowledge of computers and be a self-starter.

Responsibilities: Assist supervisor with various duties including, but not limited to typing, filing, data entry and other clerical duties. Assist with incoming and outgoing phone calls. Assist the supervisor with maintaining documentation to maintain compliance with NATEF rules & regulations. Take minutes during advisory committee meetings. Perform other tasks requested by supervisor as needed.

Anticipated Hiring Date: August 15, 2022 - May 3, 2023

Deadline to Apply: Open until filled

Rate of Pay: \$13.00/hour

Hours Per Week: Maximum 60 hrs per month

Contact Person: Keith Marcus
kmarcus@tricountycc.edu
(828) 835-4250

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 2022-2023 FAFSA form.