

Federal Work Study Position Announcement

Supervisor: Helen Kilpatrick

Position: Office Assistant

Department Location: President's Office
Harper Building—Administrative Wing

Purpose of Job: 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 possess good communication and leadership skills. Applicant must be proficient in various computer programs. Applicant must be willing to sign an agreement of confidentiality concerning work-study related duties.

Responsibilities: Assist with general office duties such as copying and filing, meeting and greeting the public, answering calls in the President's Office (when coverage is needed), assembling information for the Board of Trustees' meetings and other committee meetings. This individual will also assist with the distribution of the President's correspondence as well as special projects from the President.

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

Application Deadline: Open until filled

Rate of Pay: \$13.00 per hour

Hours Per Week/Month: Maximum 60 hrs per month

Contact Person: Helen Kilpatrick
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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 2022-2023 FAFSA form.