

Federal Work Study Position Announcement

Supervisor: Holly Hyde

Position: Office Assistant

Department Location: Registrar's Office
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 possess good communication skills, keyboarding skills, and records management skills. Experience with Microsoft Office suite considered a plus. Applicant must be willing to sign an agreement of confidentiality concerning work-study related duties.

Responsibilities: Assist with record management, clerical duties including filing, organizing, copying, faxing, archiving and shredding, updating to maintain filing system, assist during registration, graduation, and end of semester duties/tasks; perform other duties as needed. A confidentiality contract is required.

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

Deadline to Apply: Open until filled

Rate of Pay: \$13.00 per hour

Hours: Maximum 60 hrs per month

Contact Person: Holly Hyde
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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.