

Federal Work Study Position Announcement

Supervisor: Misty Kelischek

Position: Spa Therapies Assistant

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

Responsibilities: Assist with inventory and purchasing duties related to all Spa Therapies programs; assist with set-up for class instruction; assist with general office duties such as answering phone calls, booking clients, copying and filing; perform other duties as needed.

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

Application Deadline Open until filled

Rate of Pay: \$13.00/hour

Hours: Maximum 60 hrs per month

Contact Person: Misty Kelischek
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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.