

Federal Work Study Position Announcement

Supervisor: Kelly Hembree

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. Keeping forms and supplies at the Harper desk filled and other duties as requested by the Admissions office personnel.

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: Kelly Hembree
khembree@tricitycc.edu
(828) 835-4291

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.