Federal Work-Study
Position Announcement

Supervisor: Callie Radford

Position: College Career Readiness-Human Resource Development

Department Location: Patterson Building

Purpose of Program: To assist college students in a degree/diploma related field to gain knowledge and experience they can apply to their future academic and professional 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 have a general knowledge of word processing and web-based research methods, plus experience in quality customer service.

Responsibilities: Assist the department with clerical duties, filing, internal tracking systems for tracking students in testing, assessments, job search processes, other duties as needed. There will also be marketing and recruitment components to this work study job. Assisting individuals whenever possible and being knowledgeable of the department and regarding referrals to other TCCC departments. Understanding privacy and confidentiality standards are critical in this position.

Anticipated Hiring Date:	August 17, 2026 - May 11, 2027
Application Deadline	Open until filled
Rate of Pay:	$13.00 per hour
Hours Per Week/Month:	Maximum 60 hours monthly
Contact Person:	**Callie Radford** cradford@tricountycc.edu (828) 835-4208

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 2026-2027 FAFSA form.