Federal Work Study
Position Announcement

Supervisor: Crystal Buckanan

Position: Student Support Assistant

Department Location: TCCC –Graham County Center/Phillips 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. Applicant must be proficient with Microsoft PowerPoint, Excel, Word, and Publisher. Other general clerical skills are desired, such as typing, filing, organizing, and most importantly promoting a professional, friendly, courteous atmosphere both on the telephone and in person. Must possess kindness and patience when working with staff and students.

Responsibilities: Assist with all aspects of campus operation, direct students/visitors, assist faculty and staff with typing, filing, copying, and faxing, etc. Maintain campus display boards with up-to-date class material. Help monitor computer classroom use, activities, maintain/file sign-in sheets, and assist students and the public with general assistance in keeping the inside and outside free of clutter. Assisting with general computer needs.

Anticipated Hiring Date: August 17, 2016-May 11, 2027

Application Deadline Open until filled

Rate of Pay: $13.00/hour

Hours Per Week/Month: Maximum 60 hours per month

Contact Person: Crystal Buchanan
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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 2026-2027 FAFSA form.