

Academic Development Office Assistant

DEPARTMENT: Academic Development

JOB TITLE: Office Assistant

SUPERVISOR: Robin Long, Curriculum Coordinator II
Ruby Hicks, RH-270
Rlong7@tctc.edu
864-646-1678

DUTIES:

Duties will include but not limited to, analyzing information for accuracy and completeness, data entry, event set-up and clean-up, making copies, making deliveries around campus, attending meetings, and aiding team members in Academic Development as needed.

QUALIFICATIONS:

Ideal candidates for this job will be dependable and responsible, have the ability communicate effectively and work independently when necessary, effectively use Microsoft Office applications, and agree to adhere to confidentiality as required by FERPA.

SCHEDULE:

The schedule for this job is flexible during the hours of 8:00 a.m. through 5:00 p.m.

HOURS PER WEEK: 15 hours per week, dependent upon work load

PAY INFORMATION: \$10 per hour

Location: Pendleton Campus