

Administrative Office of Technology Office Assistant

DEPARTMENT: Administrative Office of Technology

JOB TITLE: Student Office Assistant

SUPERVISOR: Carolyn Walker, Department Head
Pickens Hall, Room PK103
cwalker@tctc.edu
864-646-1311

DUTIES:

Answering phone, filing, data entry, copying and scanning both non-confidential and confidential documents, retrieving and carrying mail to and from designated areas, greeting students and visitors and directing them to the proper office or person, in addition to other office related functions and duties as assigned.

Training will be provided to cover job responsibilities and expectations.

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: 15-20 hours per week, dependent upon work load

PAY INFORMATION: \$10 per hour

Location: Pendleton Campus