

Health Services Office Assistant

DEPARTMENT: Health Services – Allied Health

JOB TITLE: Office Assistant

SUPERVISOR: Donna Palmer, Department Head
Fulp Hall, FP-302
Dshanno1@tctc.edu
864-646-1347

DUTIES:

Student will work with the Department Head to maintain department information and assist with the needs for the health profession programs. The student will help with typing information needed for the department, filing, organizing department documents and printing materials as requested by the Department Head.

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: 10 hours per week, dependent upon work load

PAY INFORMATION: \$10 per hour

Location: Pendleton Campus