

I-Best Office Assistant

DEPARTMENT: I-Best

JOB TITLE: Office Assistant

SUPERVISOR: David Moore, Program Coordinator II
Pickens Hall, PK-125D
Dmoore31@tctc.edu
864-646-1642

DUTIES:

Tasks may include general clerical duties such as photocopying, data entry and organizing paperwork, as well as assisting the instructor in class facilitating group work and assisting students with technological skills and learning related to the I-BEST curriculum

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: \$9 per hour

Location: Pendleton Campus