

Patriot's Place Student Employee Assistant

DEPARTMENT: Student Development

JOB TITLE: Patriot's Place Student Employee Assistant

SUPERVISOR: Travis Durham, Student Services Manager I
Student Success Center, SC-208
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864-646-1353

DUTIES:

Serve as a resource in Patriots' Place and work to connect student veterans and their families with Veterans Administration resources and others. Assist TCTC Enrollment and Admissions to develop a recruiting and retention plan for student veterans. Communicate important information and deadlines to student veterans. Assist with creating and implementing veteran events. Assist in keeping space clean and stocked with supplies.

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: 20 hours per week, dependent upon work load

PAY INFORMATION: \$10 per hour

Location: Pendleton Campus