

## TC Central Office Assistant

**DEPARTMENT:** Enrollment Management & Educational Partnerships

**JOB TITLE:** TC Central Office Assistant

**SUPERVISOR:** Ann Turner, TC Central Director  
Ruby Hicks 105  
[sturne26@tctc.edu](mailto:sturne26@tctc.edu)  
864-646-1559

**DUTIES:**

Must be customer service oriented, welcoming students and visitors to the suite and answering questions. Answering phone, making student ID's, 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. Assistance in development, implementation, and advertising of campus events for TC Central and the Financial Aid Office. Be comfortable with interacting with students experiencing concerns and follow office protocol and adhere confidentiality guidelines. Will also include outgoing call campaigns 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:** 10 hours per week, dependent upon work load

**PAY INFORMATION:** \$10 per hour

**Location:** Pendleton Campus