



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Admissions Student Assistant – New River Campus

This position will assist the Hub/Admissions Office the daily operations of the admissions office.

Job Duties:

- Monitoring the Admissions inbox
- Processing electronic transcripts
- Providing customer service via phone, in person, via email, or virtually.
- Other daily operational tasks

Special Skills Required:

- Excellent customer service skills
- Ability to communicate well, both orally and in writing
- Ability to perform detailed work and multiple tasks
- Respect for confidentiality – honest and trustworthy
- Punctual and dependable

Federal Work Study position pay up to \$15 per hour and are approved to work a maximum of 15 hours per week.

If you are interested in applying for this position please complete the

[Federal Work Study Application](#)

Supervisor: Taylor Welborn

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