



## TECHNICAL COLLEGE OF THE LOWCOUNTRY

### Campus Life Student Assistant – Beaufort Mather Campus

The Office of Campus Life/ SGA is a department under the direction of the Associate Vice President for Student Affairs... Activities play an important role in the quality of life at The Technical College of The Lowcountry. Social and cultural activities outside of class give students opportunities to meet new people, gain leadership skills, provides service to their community, and receive a well- rounded education. At TCL, there is certainly no shortage of activities for students to choose from with all types of different interest and backgrounds. If a student can't find what they are looking for, they can even start a club or organization around their specific interests.

#### Job Duties:

- Perform general office assistant duties as required by the Director of Student Life
  - Includes filing, copying, mail outs, some data entry, answering telephone, etc.
  - Provides assistance with keeping inventory
  - Troubleshoots any areas of concerns at the Beaufort Student Center
  - Assists in distributing fliers when needed.

#### 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: Jamie Rivers

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