



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Testing Center Student Assistant – Beaufort Mather Campus

The Testing Center provides services for students to complete a variety of tests including, but not limited to, placement testing (ACCUPLACER), specialized tests such as the nursing entrance test, CLEP, Pearson VUE, as well as tests associated with online or web-enhanced courses.

Job Duties:

- Greet Applicants, Students, Faculty, and Staff
- Schedule testing appointments
- Answer phones and document calls when necessary
- Check-in test examinees prior to testing
- Able to file documents and print copies
- Interpret placement test results and provide next steps in the enrollment process to the students (training provided)

Special Skills Required:

- 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](#).

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