



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

## Veteran Resource Center (VRC) Student Assistant – Beaufort Mather Campus

TCL seeks outgoing and personable veteran and military affiliated students to assist the Director in managing the VRC and ensuring its availability during established hours of operation.

### Job Duties:

- Welcome student veterans, military-affiliated students (often military dependents) and guests;
  - Promote a welcoming, inclusive and supportive environment for veterans and military affiliated students at the Technical College of the Lowcountry;
  - Remind students/visitors to sign in and out on sign-in sheet;
- Familiarize, and assist as required, students and visitors with available resources in the VRC such as of computers, printer, TV, microwave, refrigerator, snacks, coffee, and etc.;
- Assist students and visitors by answering questions and informing them about on- and off-campus resources.
- Respectfully answer phone calls and check voice messages;
- Maintain cleanliness of VRC at all times;
- Restock consumables as required and advise VRC if supply is running low.
  - Consumables includes snacks, coffee, creamer, sugar, stirrers, cups, printer paper and etc.;
- Assist with other office duties as requested by supervisor.

### Special Skills Required:

- Excellent customer service skills
- Attention to detail
- Veteran or Military affiliated

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: David Hall

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