



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Student Assistant – Office of Student Services (TRIO/ADA)

Job Description: The Student Assistant in the Office of Student Services will greet and assist students in a professional manner. Assist students who may need assistance from the Associate Vice President for Student Services. This role will also offer support during events and ensure smooth communication within the office.

Job Duties:

- Maintain and secure files, ensuring confidentiality is upheld
- Assist with big-ticket event planning
- Perform general office tasks
- Assist students in navigating resources
- Other duties as assigned

Special Skills:

- Respect for confidentiality
- Excellent communication skills
- Excellent customer service skills
- Ability to learn quickly and keep up in a fast-paced environment

Federal Work Study on campus positions pay \$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: Rodney Adams

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