



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

## **The Continuing Education Assistant – Beaufort Mather Campus**

The Continuing Education Office provides a variety of services for training and Workforce Development.

### **Job Duties and Special Skills Required:**

- **Basic office skills including, answering phones, scanning and making copies**
- **Attention to detail**
- **Excellent customer service skills**

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: Toni Cook

Email: [amcook@tcl.edu](mailto:amcook@tcl.edu)