



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Office Assistant – Hampton Mungin Campus

Job Description: The Office Assistant will assist with general office duties and daily operations of various enrollment activities

Job Duties:

- Answer phones
- Makes copies
- Assist students and instructors
- Assist with general office duties

Special Skills:

- Ability to communicate well, both orally and in writing
- Respect for confidentiality – honest and trustworthy
- Ability to perform detailed work and multiple tasks
- Excellent customer service
- 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: Sharon Miller

Email: semiller@tcl.edu