



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

## Registrar's Office Student Assistant – Beaufort Mather Campus

The Registrar's office provides a variety of services in order to maintain official student records including grades, graduation requirements and official transcripts.

### Job Duties:

- Assist with imaging and filing all historical student files into a digital document imaging system.
- Assist with the daily operations of the Registrar's Office including:
  - Monitoring the Student Records inbox
  - Processing electronic transcript requests
  - Providing customer service via phone, in person, or email
- Assist the Registrar and Assistant Registrar with various

### Special Skills Required:

- Maintain confidentiality of all academic and personal records
- 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: Dr. Barbara Denson, Registrar

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