



TEXAS SOUTHMOST  
COLLEGE

# SCORPIONS 4 HIRE

Name of the Position	Department	Job Description
Office Assistant (Work-Study)	Business Services	<ul style="list-style-type: none"><li>- Performing assigned general accounting duties that may include accounts payable and accounts receivable transactions.</li><li>- Scan and file account payable documents.</li><li>- Gathers financial documents such as invoices, vouchers, receipts</li><li>- Works with spreadsheets and other software applications to accurately perform duties.</li><li>- Performs general administrative duties including logging documents and data, filing, answering phones, greeting visitors, assisting employees, and other record-keeping functions.</li><li>- Performs administrative and other duties as assigned.</li></ul>
Office Assistant (Work-Study)	Office of Enrollment	<ul style="list-style-type: none"><li>- Maintain front desk functionality.</li><li>- Assists students in the sign-in process.</li><li>- Assists in tracking Enrollment and Success Coach visits.</li><li>- Provides basic information regarding the admissions, financial aid, testing, and registration process.</li><li>- Assist students in completing the applications for FAFSA and ApplyTexas, FSA ID, online entrance and exit counseling, loan request, and adjustments.</li><li>-Complies with the Federal Family Education Rights and Privacy Act (FERPA) regarding responsible maintenance of records.</li><li>- Performs administrative and other duties as assigned.</li></ul>

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Name of the Position	Department	Job Description
Office Assistant (Work-Study)	Multimedia	<ul style="list-style-type: none"><li>- Assists with general office duties including printing and delivering documents, answering phone calls/emails, and preparing documents through Microsoft Office including Word and Excel</li><li>- Assist with archiving and organizing digital media assets</li><li>- Assist with inventory control</li><li>- Assist with maintaining and updating project management software</li><li>- Assist with transport, setup, and tear down of audio/visual equipment for events.</li><li>- Assist with technical/production event needs, such as operating video cameras, sound systems, and lighting equipment.</li><li>- Perform other duties as assigned.</li></ul>
Child Care Assistant (Work-Study)	Child Care	<ul style="list-style-type: none"><li>- Assist with literacy activities in a childcare-age unit.</li><li>- Assists classroom teacher in directing daily classroom activities using positive reinforcement techniques.</li><li>- Guide students regarding rules and regulations related to childcare.</li><li>- Participates and assists in games; reads stories and teaches simple painting, drawing, handwork, songs, and similar activities; helps children pick up and put away toys and books.</li><li>- Maintains discipline, physical organization, and cleanliness in the classroom.</li><li>- Screens, routes, and assists with making telephone calls.</li><li>- Assists with general office assistance.</li></ul>

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Office Assistant (Work-Study)	Admissions	<ul style="list-style-type: none"><li>- Assist students and prospective students regarding admissions information by providing good customer service.</li><li>- Assist students in completing their applications.</li><li>- Scan all incoming documentation to our system.</li><li>- Clerical responsibilities and other duties as assigned.</li></ul>
Office Assistant (Work-Study)	Human Resources	<ul style="list-style-type: none"><li>- Provide exceptional service to our employees, students, and the community.</li><li>- Data entry of all documents submitted to HR.</li><li>- Helps with tracking and auditing records and performing other duties as assigned.</li></ul>
Office Assistant (Work-Study)	Grants	<ul style="list-style-type: none"><li>- Responsible to assist staff in performing grant processes by maintaining records and databases.</li><li>- Keep regular and accurate records of program guidelines.</li><li>- Participates in scheduled training sessions.</li><li>- Performs other duties as assigned.</li></ul>
Office Assistant (Work-Study)	Veterans Success Center	<ul style="list-style-type: none"><li>- Provide customer service pleasantly and respectfully</li><li>- Assists Administrative Assistant, Supervisors and Team Leaders</li><li>- Answers phones, make copies, scans, and files documents.</li><li>- Clerical responsibilities and performing other duties as assigned</li></ul>

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Office Assistant (Work-Study)	Digital Library	<ul style="list-style-type: none"><li>- Provide customer service pleasantly and respectfully both face-to-face and remotely</li><li>- Check customers in by requesting student, faculty, or staff ID and entering their information into the system</li><li>- Provide computer assistance which may include printing, login, information discovery</li><li>- Monitor the library to ensure a pleasant environment is kept for all people in the library so that they may study, collaborate, or research.</li><li>- Open the library in a timely manner so that customers can utilize the library space, products, and services.</li><li>- Answer phones and Perform other duties as assigned.</li></ul>
Office Assistant (Work-Study)	Nursing	<ul style="list-style-type: none"><li>- Performs and coordinates clerical activities such as filing, making copies, answering phones, and data entry as appropriate to the position.</li><li>- Uses interpersonal skills to assist in greeting visitors and/or students as well as communicating with staff and faculty.</li><li>- Assists with the organization of meetings and other events related to the program.</li><li>- Attends the workplace regularly and punctually as defined in the work schedule.</li><li>- Completes duties and responsibilities in compliance with the college standards, policies, and guidelines.</li></ul>

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Office Assistant (Work-Study)	Marketing and Communication Relations	<ul style="list-style-type: none"><li>-Respond to visitor/staff/students' questions and inquires and assists visitor as required</li><li>-Distribute appropriate paperwork across departments on campus.</li><li>-Provide exceptional customer service to visitors/staff/students.</li><li>-Assist with marketing promotional material inventory.</li><li>-Assist with setting up at college events.</li><li>-Answer phones and Perform other duties as assigned.</li></ul>
Office Assistant (Work-Study)	Multimedia	<ul style="list-style-type: none"><li>- Assists with general office duties including printing and delivering documents, answering phone calls/emails, and preparing documents through Microsoft Office including Word and Excel</li><li>- Assist with archiving and organizing digital media assets</li><li>- Assist with inventory control</li><li>- Assist with maintaining and updating project management software</li><li>- Assist with transport, setup, and tear down of audio/visual equipment for events.</li><li>- Assist with technical/production event needs, such as operating video cameras, sound systems, and lighting equipment.</li><li>- Perform other duties as assigned.</li></ul>

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Office Assistant (Work-Study)	Centers for Academic Excellence-Computer Labs	<ul style="list-style-type: none"><li>- Assist students in achieving academic achievement by maintaining open computer labs for student use.</li><li>- Submit a work order to IT for computer and printer maintenance.</li><li>- Keeps regular and accurate records of computer lab usage.</li><li>- Coordinate with instructors for computer lab usage.</li><li>- Perform other duties as assigned.</li></ul>
Office Assistant (Work-Study)	STEM	<ul style="list-style-type: none"><li>- Provide office and administrative support to the Dean's Office of the Science, Technology, Engineering, and Mathematics Division.</li><li>- Perform office support tasks such as answering telephones with proper telephone etiquette, filing documents, making copies, scanning documents, data entry, faxing, shredding, and running errands on campus.</li><li>- Perform other duties as assigned.</li></ul>
Student Laboratory Assistant	Mathematics and Natural Sciences	<ul style="list-style-type: none"><li>- Assist in preparing various materials for science labs.</li><li>- Help in cleaning and maintaining materials and equipment.</li><li>- Comply with lab safety protocols and procedures.</li><li>- Participate in science-related activities for the community</li><li>- Answer phones, make copies, and file documents.</li><li>- Perform other duties as assigned.</li></ul>

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