



# SCORPIONS 4 HIRE

## Fall 2022

Department	Positions	Location	Job Description
Financial Aid	1	Oliveira Student Services Center	<ul style="list-style-type: none"> <li>-Provide customer service to contractors/vendors visiting the Physical Plant Office to sign in.</li> <li>-Assists Administrative Assistant, Supervisors and Team Leaders with data entry in spreadsheets, calling vendors to obtain quotes, etc.</li> <li>-Answers phones, make copies, scan and files documents.</li> <li>-Perform other duties as assigned.</li> </ul>
Preparatory Studies- Digital Library	1	SET B 1.536	<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>
Child Care	2	Child Care Center	<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>- Provide guidance to students regarding rules and regulations related to childcare.</li> <li>- Perform other duties as assigned.</li> </ul>

Stop by the Financial Aid Office first to see if you are eligible.

(956) 295-3620 • [financialaid@tsc.edu](mailto:financialaid@tsc.edu)



# SCORPIONS 4 HIRE

## Fall 2022

Department	Positions	Location	Job Description
Office of Enrollment	3	Oliveira Student Services Center	<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 Advisor visits.</li> <li>- Provides basic information regarding the schedules of advisors.</li> <li>- Provides basic information regarding the services performed under the Advising office.</li> <li>- Performs administrative and other duties as assigned.</li> </ul>
Purchasing	1	Tandy	<ul style="list-style-type: none"> <li>- To assist with the overall office operations and activities needed for the acquisition of goods, services, travel transactions, and credit card purchases for the College. - -</li> <li>- Assists staff members with different projects including scheduling appointments, answering phones, typing correspondence, ordering office supplies, filing, and distributing mail.</li> <li>- Assists with preparation and distribution of purchase orders Perform other duties as assigned.</li> </ul>
Grants	1	Tandy Building	<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>

Stop by the Financial Aid Office first to see if you are eligible.

(956) 295-3620 • [financialaid@tsc.edu](mailto:financialaid@tsc.edu)