



TEXAS SOUTHMOST
COLLEGE

SCORPIONS 4 HIRE

Spring 2022

Department	Positions	Location	Job Description
Child Care	4	Child Care Center	<ul style="list-style-type: none">- Assist with literacy activities in a childcare age unit.- Assists classroom teacher in directing daily classroom activities using positive reinforcement techniques.- Provide guidance to students regarding rules and regulations related to childcare.- Perform other duties as assigned.
Facilities and Physical Plan	2	Physical Plan	<ul style="list-style-type: none">-Provide customer service to contractors/vendors visiting the Physical Plant Office to sign in.-Assists Administrative Assistant, Supervisors and Team Leaders with data entry in spreadsheets, calling vendors to obtain quotes, etc.-Answers phones, make copies, scan and files documents.-Perform other duties as assigned.
Student Life	1	Lightner Center	<ul style="list-style-type: none">- Assists or participates in Student Life events that are open to the community.- Assists in covering front desk as needed by providing excellent customer service.- Coordinates with Student Life staff on projects needing completion.- Performs other duties as assigned.
Human Resources	1	Tandy	<ul style="list-style-type: none">- Provide exceptional service to our employees, students and the community.- Data entry of all documents submitted to HR.- Helps with tracking and auditing of records and performing other duties as assigned.

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Department	Positions	Location	Job Description
Risk Management	2	Newman Building	<ul style="list-style-type: none">- Assists in the enforcement of established federal, state, and College policies, rules, and regulations.- Responds to student questions and inquiries and assists students as required.- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed.- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty, staff, and the community.- Answers phones, makes copies, and files documents.- Performs other duties as assigned by supervisor.
Advising & Retention	2	Oliveira Student Services Center	<ul style="list-style-type: none">- Maintain front desk functionality.- Assists students in the sign in process.- Assists in tracking Advisor visits.- Provides basic information regarding the schedules of advisors.- Provides basic information regarding the services performed under the Advising office.- Performs administrative and other duties as assigned.
Grants	1	Tandy Building	<ul style="list-style-type: none">- Responsible to assist staff in performing grant processes by maintaining records and databases.- Keep regular and accurate records of program guidelines.- Participates in scheduled training sessions.- Performs other duties as assigned.

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Educational Technology	1	North Building	<ul style="list-style-type: none">- Assist department with classroom equipment troubleshooting.- Assist the department with developing step-by-step tutorials for faculty.- Trouble shoot errors associated with the Learning Management System.- Assist Faculty with questions regarding software and technology adopted by the institution.- Perform other duties as assigned.
Admissions	2	Oliveira Student Services Center	<ul style="list-style-type: none">- Assist students and prospective students regarding admissions information by providing good customer services.- Assist students on completing their application.- Scan all incoming documentation to our system.- Clerical responsibilities and other duties as assigned.
Testing	2	Oliveira Student Services Center	<ul style="list-style-type: none">- Maintains Testing Office front-desk functionality and cleanliness.- Assists in tracking number of Testing Office visits.- Checks credentials of all office visitors.- Provides basic testing information.- Participates in registering students for test sessions.- Communicates to Testing staff the status of test sessions that are close to capacity.- Helps set-up test sessions; prints rosters- Helps maintain test supplies are available to all students testing.- Provides surveillance of test lab during test sessions.

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Business services – Accounts payable payroll	1	Tandy	<ul style="list-style-type: none">- Student will assist payroll with attendance banks.- Student will become familiar and enter timecards for employees.- Student will familiarize herself with payroll reports and payroll liabilities.- Student will assist with accounts payable process as needed.- Student will assist with the Payroll outgoing mail.- Additional responsibilities as skills develop.
Purchasing	1	Tandy	<ul style="list-style-type: none">- 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.- Assists staff members with different projects including scheduling appointments, answering phones, typing correspondence, ordering office supplies, filing, and distributing mail.- Assists with preparation and distribution of purchase orders Perform other duties as assigned.
Office of the President	2	Gorgas Hall	<ul style="list-style-type: none">-Responsible to assist staff with clerical duties in support of the Office of the President.- Assist with set ups for meeting and events. Answer the phones and take detailed messages, scan and file documents.- Distribute appropriate deliveries across department in campus.- Performs other duties as assigned.

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Student Recruitment	3	Oliveira Student Service Center	<ul style="list-style-type: none">-Assist students with the enrollment and registration process, serving as a peer-mentor, performing technical duties and/or providing general office assistance.-Provides information and assistance to prospective students regarding admissions and financial aid application procedures.-Travels in and out of the service area to attend related outreach events.-Conducts campus tours and presentations for new prospective.
Workforce Training & Continuing Education	2	ITEC	<ul style="list-style-type: none">- Responds to student questions and inquiries and assists students as required.- Creates an atmosphere where students are comfortable.- Completes duties and responsibilities in compliance with college standards, policies, and guidelines.- Assists in the enforcement of established federal, state, and College policies, rules, and regulations.
High School Programs and Services	1	Commandant's Quarter	<ul style="list-style-type: none">- Provide customer service- Provide students and their parents with information regarding the dual enrollment program- Comply with rules of conduct adopted by TSC protecting the confidentiality of social security numbers and all confidential information collected.- Assist students in completing the Apply Texas- Answer phones, make copies, and files documents

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Mathematics and Natural Sciences	2	SETB	<ul style="list-style-type: none">- Assist in preparing various materials for science labs.- Help in cleaning and maintaining materials and equipment.- Comply with lab safety protocols and procedures.- Participate in science-related activities- Comply with rules of conduct adopted by TSC protecting the confidentiality of social security numbers and all confidential information collected from students.- Answer phones, make copies, and file documents.
Preparatory Studies- Digital Library	2	SET B 1.536	<ul style="list-style-type: none">- Provide customer service pleasantly and respectfully both face-to-face and remotely- Check customers in by requesting student, faculty, or staff ID and entering their information into the system- Provide computer assistance which may include printing, login, information discovery- Monitor the library to ensure a pleasant environment is kept for all people in the library so that they may study, collaborate, or research.- Open the library in a timely manner so that customers can utilize the library space, products and services.-Answer phones and Perform other duties as assigned.

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