



TEXAS SOUTHMOST
COLLEGE

SCORPIONS 4 HIRE

Fall 2023

Name of the Position	Department	Job Description
Transition Services Assistant (Work-Study)	Transition Services	<ul style="list-style-type: none">- Provides information and assistance to prospective and dual credit students in high school/community events and their families regarding degree options, college admissions, and financial aid application procedures.- Travels in and out of the service area to attend related outreach events.- Assists students with identifying college resources that will be able to assist them in being successful with their career goals.- Schedules and conducts campus tours- Assists with the preparation and production of new student orientation and College commencement exercises.- Maintains current knowledge of all degree and certificate programs.
Office Assistant (Work-Study)	Strategic Enrollment Services	<ul style="list-style-type: none">- Maintain front desk functionality.- Assists students in the sign-in process.- Assists in tracking Enrollment and Success Coach visits.- Provides basic information regarding the admissions, financial aid, testing, and registration process.- Assist students in completing the applications for FAFSA and ApplyTexas, FSA ID, online entrance and exit counseling, loan request, and adjustments.-Complies with the Federal Family Education Rights and Privacy Act (FERPA) regarding responsible maintenance of records.- Performs administrative and other duties as assigned.

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

(956) 295-3620 • financialaid@tsc.edu



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Name of the Position	Department	Job Description
Child Care Assistant (Work-Study)	Child Care	<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.- Guide students regarding rules and regulations related to childcare.- 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.- Maintains discipline, physical organization, and cleanliness in the classroom.- Screens, routes, and assists with making telephone calls.- Assists with general office assistance.
Office Assistant (Work-Study)	Grants	<ul style="list-style-type: none">- Responsible for assisting 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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