



# SCORPIONS 4 HIRE

## Fall 2020

Department	Positions	Location	Job Description
Child Care	3	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>
Student Recruitment	2	Oliveira Student Service Center	<ul style="list-style-type: none"> <li>-Assist students with the enrollment and registration process, serving as a peer-mentor, performing technical duties and/or providing general office assistance.</li> <li>-Provides information and assistance to prospective students regarding admissions and financial aid application procedures.</li> <li>-Travels in and out of the service area to attend related outreach events.</li> <li>-Conducts campus tours and presentations for new prospective.</li> <li>- Perform other duties as assigned.</li> </ul>
Financial Aid	4	Oliveira Student Services Center	<ul style="list-style-type: none"> <li>-Responsible to provide students and their parents with information regarding financial aid.</li> <li>- Assist students in completing the application FAFSA, FSA ID, online entrance and exit counseling, loan request and adjustments.</li> <li>- Clerical responsibilities and performs other duties as assigned.</li> </ul>
Student Life	4	Lightner Center	<ul style="list-style-type: none"> <li>- Assists or participates in Student Life events that are open to the community.</li> <li>- Assists in covering front desk as needed by providing excellent customer service.</li> <li>- Coordinates with Student Life staff on projects needing completion.</li> <li>- Performs other duties as assigned.</li> </ul>

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Admissions	3	Oliveira Student Services Center	<ul style="list-style-type: none"> <li>- Assist students and prospective students regarding admissions information by providing good customer services.</li> <li>- Assist students on completing their application.</li> <li>- Scan all incoming documentation to our system.</li> <li>- Clerical responsibilities and other duties as assigned.</li> </ul>
Human Resources	1	Tandy	<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 of records and performing other duties as assigned.</li> </ul>
Business Services	1	Tandy	<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 accounts payable documents to the shared drive</li> <li>- Gathers financial documents such as invoices, vouchers, receipts, etc.</li> <li>- Performs administrative and other duties as assigned.</li> </ul>
Advising & Retention	2	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>

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Educational Technology	1	North Building	<ul style="list-style-type: none"> <li>- Assist the department with the Canvas system.</li> <li>- Assist the department with developing step-by-step tutorials for faculty.</li> <li>- Assist Faculty with questions regarding software and technology adopted by the institution.</li> <li>- Perform other duties as assigned.</li> </ul>
STEM	2	Main Campus/ ITEC Campus	<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>
CPS Learning Labs	7	Computer Labs	<ul style="list-style-type: none"> <li>- Assist students in achieving academic achievement by maintaining the open computer labs for student use.</li> <li>- Submit 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>

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Testing	1	Oliveira Student Services Center	<ul style="list-style-type: none"> <li>- Maintains Testing Office front-desk functionality and cleanliness.</li> <li>- Assists in tracking number of Testing Office visits.</li> <li>- Checks credentials of all office visitors.</li> <li>- Provides basic testing information.</li> <li>- Participates in registering students for test sessions.</li> <li>- Communicates to Testing staff the status of test sessions that are close to capacity.</li> <li>- Helps set-up test sessions; prints rosters and scratch paper</li> <li>- Helps maintain test supplies are available to all students testing.</li> <li>- Provides surveillance of test lab during test sessions.</li> <li>- Perform other duties as assigned.</li> </ul>
Risk Management	1	Newman Building	<ul style="list-style-type: none"> <li>- Assists in the enforcement of established federal, state, and College policies, rules, and regulations.</li> <li>- Responds to student questions and inquiries and assists students as required.</li> <li>- Uses interpersonal skills and makes sounds judgements to decide how duties and responsibilities are completed.</li> <li>- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty, staff, and the community.</li> <li>- Answers phones, makes copies, and files documents.</li> <li>- Performs other duties as assigned by supervisor</li> </ul>

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Multimedia	1	Oliveira Student Services Center	<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>
Preparatory Studies- Digital Library	2	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 and other such help</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>Close the library and ensure that it is properly secured.</li> <li>-Answer phones and Perform other duties as assigned.</li> </ul>

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