



SCORPIONS 4 HIRE

Fall 2021

Department	Positions	Location	Job Description
Child Care	3	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.
Financial Aid	3	Oliveira Student Services Center	<ul style="list-style-type: none"> -Responsible to provide students and their parents with information regarding financial aid. - Assist students in completing the application FAFSA, FSA ID, online entrance and exit counseling, loan request and adjustments. - Clerical responsibilities and performs other duties as assigned.
Career Services	1	Lightner Center	<ul style="list-style-type: none"> -Provide customer service to students visiting the Career and Employment Office. -Conduct brief practice interviews with student and provide feedback. -Perform individual/group resume and cover letter critiques. - Represent career and Employment at campus events. -Serve as Career & Employment Ambassador to promote services, resources, and events on campus. -Answer phones, make copies, and file documents. -Perform 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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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.
STEM	2	Main Campus/ ITEC Campus	<ul style="list-style-type: none"> - Provide office and administrative support to the Dean's Office of the Science, Technology, Engineering and Mathematics Division. - Perform office support tasks such answering telephones with proper telephone etiquette, filing documents, making copies, scanning documents, data entry, faxing, shredding and running errands on campus. - Create, edit or revise documents in excel and work-processing. - Perform other duties as assigned.
CPS Learning Labs	1	Computer Labs	<ul style="list-style-type: none"> - Assist students in achieving academic achievement by maintaining the open computer labs for student use. - Submit work order to IT for computer and printer maintenance. - Keeps regular and accurate records of computer lab usage. - Coordinate with instructors for computer lab usage. - Perform other duties as assigned.

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Facilities and Physical Plan	3	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.

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