



SCORPIONS 4 HIRE

Spring 2024

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.

Stop by Strategic Enrollment Services first to see if you are eligible.

(956)295-3620 ● financialaid@tsc.edu



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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.

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Name of the Position	Department	Job Description
Office Assistant (Work-Study)	Financial Aid	<ul style="list-style-type: none">- Assist students in completing the application for FAFSA, FSA ID, online entrance and exit counseling, loan requests, and adjustments.- Complies with the Federal Family Education Rights and Privacy Act (FERPA) regarding responsible maintenance of records.- Answers phones, make copies, scanning, and file documents.- Keeps regular and accurate records of documents collected at the front counter by logging each document in the Colleague System.- Clerical responsibilities and performing other duties as assigned.

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