



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

## Dual Enrollment Student Assistant – Hampton Mungin Campus

**Job Description:** The Dual Enrollment Student Assistant will supervise high school students in the classroom, and be responsible for their well-being and safety by utilizing classroom management skills.

### Job Duties:

- Supervises and maintains a functioning classroom
- Informs the Dual Enrollment Specialist if an accepted job cannot be filled
- Takes attendance in accordance with TCL/high school procedures
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students
- Provides excellent customer service to staff, students, and visitors
- Indicates to students at beginning of class the basic expectations for behavior in the class in accordance with Technical College of the Lowcountry
- Ensures that the students are never left unattended in the classroom
- Knows emergency evacuation routes for the classrooms assigned
- Knows procedures for referring students who are disciplinary problems
- Maintains great communication, a positive attitude, punctuality, and professionalism at all times
- Performs other related duties as directed by Dual Enrollment Specialist or Designee
- Reports directly to the Dual Enrollment Specialist

### Special Skills:

- Respect for confidentiality
- Excellent customer service
- Punctual and dependable

Federal Work Study position pay up to \$15 per hour and are approved to work a maximum of 15 hours per week.

If you are interested in applying for this position please complete the [Federal Work Study Application](#).

Supervisor: Stephanie Mikell

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