



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Student Office Assistant – Culinary Institute of the South

Job Description: The office assistant will greet, welcome and interact with students and guests as they enter the Culinary Institute of the South. Direct guests to the appropriate area or office. Solve routine problems and serve as a knowledgeable resource for current and prospective students.

Job Duties:

- Answer, screen and forward all incoming calls
- Receive and distribute incoming shipments & daily mail deliveries. Neatly stock reception area with office supplies, brochures, etc., reorder as necessary
- Assist in establishing, reviewing and updating administrative front desk procedures and maintain an office manual. Provide training of administrative duties and procedures to new staff
- Communicate as necessary with various departments within the college
- Assist in reviewing and maintaining content of all bulletin boards throughout campus
- Create and file various types of information for the purpose of good record keeping
- Assist with campus events and tours as necessary including events outside of normal business days and hours
- Maintain security on campus by following established procedures
- Other duties as assigned

Special Skills:

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

Federal Work Study on campus positions pay \$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: Nina Gibbs

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