



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

The HUB Student Assistant – Beaufort Mather Campus

The HUB is a one-stop shop for career counseling, academic advising and financial literacy information.

Job Duties:

- Welcome and greet guests
- Provide detailed and accurate information regarding TCL's programs, services, policies and procedures
- Ask probing, specific questions in order to accurately assess exaction where the student is in the enrollment process or lifecycle to accurately and promptly refer the student to the correct resource or service
- Assist in managing the following departmental email accounts: The HUB, Financial Aid, and Student Records

Special Skills Required:

- Outstanding customer service skills
- Attention to detail
- Knowledge of TCL programs
- Ability and skill using assigned software applications including, but not limited to, Colleague, EAB Navigate, Parchment, Etrieve, Microsoft Suite, and Outlook

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: Danielle Consider

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