

**PART-TIME STUDENT SUCCESS CENTER ASSISTANT, ATHENS**

**GENERAL STATEMENT:**

Responsible for operation of the Student Success Center during extended evening and weekend hours.

**REPORTS TO:**

Student Success Center Coordinator

**OCCUPATIONAL GROUP:**

Secretarial and Clerical

**FLSA:** Non-exempt

**QUALIFICATIONS FOR APPOINTMENT:**

**EDUCATION:**

Associates degree required; Bachelors degree preferred.

**LICENSE OR  
CERTIFICATION:**

None

**EXPERIENCE:**

Experience in customer service preferred.

**OTHER:**

Must have good communication skills and be able to work effectively with students. Must have the ability to troubleshoot computer problems. Must be able to work night and weekend hours.

**DUTIES AND RESPONSIBILITIES:**

- Maintain operation of the Student Success Center during extended hours.
- Provide on-site assistance for students and faculty with online courses and multiple software programs.
- Maintain a disturbance free environment that is conducive to learning.
- Supervise student workers.
- Other duties as assigned by Student Success Center Coordinator or other appropriate supervisory personnel.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office or classroom or classroom environment, occasional lifting may be required.
- Evening and weekend hours may vary.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 09/04/08 Revised: 11/10/11

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