



Campus	Hiring Department	Position	Job Description
CN	Student Affairs- Student Success & Advising	Administrative Support	Provide excellent customer service to others, assist faculty/staff with completing projects, manage office correspondence (phone and mail) and operate office equipment.
Off Campus	Boys & Girls Club of Greater Tarrant County	Specialist	Duties include but not limited to: adhering to all policies, procedures and processes; safety of members, staff, equipment, materials, and facilities; administrative compliance and reporting with accuracy; membership tracking; implementing assigned programming and activities; provide excellent customer service; build relationships; and be a positive role model.
Off Campus	InspirED-Off Campus	Mentor	Provide excellent customer service to others, provide team support to colleagues, provide technical support on TCC platforms (e.g. MyTCCTrack, Canvas etc.), support and engage with new students throughout the academic year, participate in one-on-one and group sessions as a campus /college advocate, role model, and student resource.

Total Vacancies: 3