



Campus	Hiring Department	Position	Job Description
NE	Admissions & Registrar	Administrative Support	Provide excellent customer service to others, assist faculty/staff with completing projects, manage office correspondence (phone and mail), and operating office equipment.
NE	Biology	Instructional Support	Provide lab and classroom support, tutoring for discipline area/lab, address discipline specific questions from students, and complete tutoring certificate.
NE	Career Services	Administrative Support	Provide excellent customer service to others, assist faculty/staff with completing projects, manage office correspondence (phone and mail), and operating office equipment.
NE	Chemistry	Specialized Support	Provide lab and classroom support, tutoring for discipline area/lab, address discipline specific questions from students, and complete tutoring certificate.
NE	Financial Aid	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.
NE	Student Accessibility Resources	Instructional Support	Provide lab and classroom support, tutoring for discipline area/lab, address discipline specific questions from students, and complete tutoring certificate.



NE	Student Success & Advising	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.
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Total Vacancies: 7