



Campus	Hiring Department	Position	Job Description
TR	Advising & Counseling	Mentor	Provide excellent customer service to others, provide team support to colleagues, provide technical support on TCC platforms (e.g. WebAdvisor, myTCC, 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 and perform additional duties / responsibilities as assigned.
TR	District Student Affairs	Administrative Support	Provide excellent customer service to others, assist faculty/staff with completing projects, manage office correspondence (phone and mail) and operating office equipment.
TR	Fine Arts	Administrative Support	Provide excellent customer service to others, assist faculty/staff with completing projects, manage office correspondence (phone and mail) and operating office equipment.
TR	Fine Arts-Sign Language	Administrative Support	Provide excellent customer service to others, assist faculty/staff with completing projects, manage office correspondence (phone and mail) and operating office equipment.
TR	PR & Marketing	Specialized Support	Assist department with completing specific projects, manage small research or technical related task, responsible for operating high technical equipment or working in department specific software, may provide support to assigned area during college representation functions, and maintain confidentiality of all records and databases associated with assigned area.

Campus	Hiring Department	Position	Job Description
TR	Student Activities	Mentor	Provide excellent customer service to others, provide team support to colleagues assisting staff with completing projects, supports and engages with clients, participates in one-on-one and group sessions providing informational presentations, demonstrate leadership potential, be self-motivated with a positive attitude, learns about different cultures, develops, and maintains relationships with as well as provides assistance and support for students interested in Higher Education, helps facilitate and encourages attendance of Higher Educational Institutions, and perform additional duties / responsibilities as assigned.
TR	Web Communications	Specialized Support	Assist department with completing specific projects, manage small research or technical related task, responsible for operating high technical equipment or working in department specific software, may provide support to assigned area during college representation functions, and maintain confidentiality of all records and databases associated with assigned area.

Total Vacancies:

7