



STUDENT SUCCESS CENTER

Information for Prospective Office Assistants

Thank you for your interest in becoming an office assistant at San Jacinto College Central! This page provides information about what office assistants do and how you can apply to be an office assistant.

What are the requirements to be an office assistant?

All applicants must have excellent oral and communication skills. In addition, all office assistants must be eligible for Federal Work Study.

What are office assistants expected to do?

Office assistants are expected to assist students with logging in and out of our tutoring system, TutorTrac. Additionally, office assistants answer any questions about the center that students may have. Office assistants should also assist the Director in advertising Student Success Center services and special events.

What do office assistants earn?

Hourly rates are based on the Part-Time Hourly Rate as set forth by San Jacinto College. Office assistants earn a rate of \$7.25 per hour.

How much do office assistants work?

It varies widely, but office assistants can work up to 19.5 hours per week. Our services are drop-in, and we ask that you can devote at least 10 hours per week. Once your schedule is set, however, you will have those hours for the semester.

Can I decide when I will work?

Yes, you determine your availability. You can choose certain hours, days, evenings, or weekends. Of course, the more flexibility you have, the more hours you are likely to work. You may prefer not to be available during the summer, which is not as busy.

How do I apply?

You will need to complete the San Jacinto College Application, which can be turned in by email or in person to the Director:

Dawn Shedd

Director, Student Success Center Central

8060 Spencer Highway, Lee Davis Library, C21.139 | Pasadena, Texas 77505

281-998-6150 x 1619

dawn.shedd@sjcd.edu