

## Business Lab Assistant

**Job Title:** Lab Assistant

**Supervisor:** Nila Stephens  
[nstephens@tvcc.cc](mailto:nstephens@tvcc.cc)

**Duties include, but are not limited to:**

- Answering questions in the lab
- Helping students with Business Applications
- Answering emails
- Taking messages
- Filing documents
- Recording scores

**\*Must possess excellent communication skills, both on the phone and email.** Must have completed CS125SS, and OA201.

\*Must also be calm and reliable. We will work around your school schedule but prefer they are available during open lab times.