

## Types of Federal Work Study Jobs for 2021-2022

### On-Campus Jobs

**Department:** Facilities

**Supervisor:** Phil Wheeler

**Job Description:** Serve as receptionist and working on data entry, lots of forms and back data that needs compiling.

**Special Skills Required:** Must be able to work with confidential information! Must have computer knowledge. Must be proficient in Excel.

**Pay rate:** \$8.00

**Department:** Abbeville County Center

**Supervisor:** Pleshette Elmore

**Job Description:** Cover front desk area, clean up after campus activities, proctor test when needed, provide technical assistance in classrooms and labs; assist as needed throughout campus.

**Special Skills Required:** Computer, great communication skills

**Pay rate:** \$8.00

**Department:** Edgefield County Center

**Supervisor:** Brenda Edwards

**Job Description:** Answering Phone, assisting students and the public, filing and typing

**Special Skills Required:** Clerical and Keyboarding

**Pay rate:** \$8.00

**Department:** Newberry County Center

**Supervisor:** Beth Jaeger

**Job Description:** Delivers PEN materials, checks classrooms, files, makes copies, proctors, exams, monitors all program flyers, hangouts and etc.

**Special Skills Required:**

**Pay rate:** \$8.00

**Department:** Saluda County Center

**Supervisor:** Brenda Edwards

**Job Description:** Office Coordinator, Communicator, all automated office technology, administrative work.

**Special Skills Required:** Microsoft office, Excel, Banner, D2L, Pathways, Working with confidential information for proctored testing, exceptional front desk and customer service skills

**Pay rate:** \$8.00

**Department:** McCormick County Center

**Supervisor:** Pleshette Elmore

**Job Description:** Front Desk Assistant, answer phone schedule appointments proctor/monitor tests, Log courier mail in and out, operate and maintain printers, copiers, scanners, and fax machines

Filing, answers basic pathway and D2L questions for students, Provides excellent customer service.

**Special Skills Required:** Basic Computer Skills

**Pay rate:** \$8.00

**Department:** Laurens County Center

**Supervisor:** TBA

**Job Description:** Answer phones; make appointments; assist students in computer; file; make copies; etc.

**Special Skills Required:** Good customer service skills; basic computer skills

**Pay rate:** \$8.00

**Department:** Social Science

**Supervisor:** Carol Stanley-Abney

**Job Description:** The work study student will assist faculty in the department with administrative tasks such as making copies, delivering and picking up supplies on campus. Other administrative tasks such as formatting power point presentations. \*

**Special Skills Required:** Must be proficient in using all Microsoft office programs, especially Word, Excel and Power Point.

**Pay rate:** \$8.00

**Department:** Computer Technology

**Supervisor:** Coronicca Oliver

**Job Description:** To assist full-time and part-time faculty with computer labs, online classes, and misc. tasks.

**Special Skills Required:** Computer Skills are required

**Pay rate:** \$8.00

**Department:** Administrative Office Technology

**Supervisor:** Menka Brown

**Job Description:** To assist full-time and part-time faculty with computer labs, online classes, and misc. tasks.

**Special Skills Required:** Computer Skills are required

**Pay rate:** \$8.00

**Department:** Criminal Justice

**Supervisor:** John Sloan

**Job Description:** To assist full-time and part-time faculty with computer labs, online classes, calling projects, etc.

**Special Skills Required:** Computer Skills are required

**Pay rate:** \$8.00

**Department:** Early Childhood Development

**Supervisor:** Claudia Edwards

**Job Description:** making copies, answering phones, making phone calls to students

**Special Skills Required:** D2L, pathways, typing, grading

**Pay rate:** \$8.00

**Department:** ARV

**Supervisor:** Kendall Adams

**Job Description:** Student will be responsible for in-lab supervision and some light tutoring. Additional responsibilities include scheduling assistant and office maintenance, filing, etc.

**Special Skills Required:** Adobe Creative Suite desirable but not required

**Pay rate:** \$8.00

**Department:** Human Services

**Supervisor:** Deidre Rappley-Sayles/Kristi Byrd

**Job Description:** This position requires typing, filing skills and working on special projects as required. Knowledge of the computer and excel is beneficial.

**Special Skills Required:** Being able to be flexible. This work study may have down time and then be very busy.

**Pay rate:** \$8.00

**Department:** General Engineering Tech

**Supervisor:** William Thrasher

**Job Description:** Assist the ET department head with recruiting, general housekeeping, administrative work

**Special Skills Required:** Microsoft office, CAD skill, will be some heavy lifting

**Pay rate:** \$8.00

**Department:** Machine Tool Technology

**Supervisor:** Don Lytch

**Job Description:** Shop maintenance, machine repair, tool-room attendant

**Special Skills Required:** Knowledge of machinery and standard machine tool tooling

**Pay rate:** \$8.00

**Department:** Engineering Graphics Technology

**Supervisor:** Christina Knight

**Job Description:** Looking for a student to assist with copies, filing, typing, etc. Mainly office work and helping around the labs but some work will be physical.

**Special Skills Required:** Microsoft Office and CAD experience is a plus

**Pay rate:** \$8.00

**Department:** HVAC

**Supervisor:** Bill Cockrell

**Job Description:** Duties will include general cleaning of labs, organization of tools, equipment and materials. An ideal candidate would be a HVAC or IET student with a valid SCDL. The minimum requirements are the safely lift up to 50lbs, be able to perform light cleaning task, have a basic knowledge of common tools and be able to work at least 10 hours per week.

**Special Skills Required:**

**Pay rate:** \$8.00

**Department:** Welding

**Supervisor:** Jim Ladd

**Job Description:** Oxyacetylene cutting/Cleaning

**Special Skills Required:** Using a cutting torch

**Pay rate:** \$8.00

**Department:** Welding CAM

**Supervisor:** Tony Amos

**Job Description:** Oxyacetylene cutting/Cleaning

**Special Skills Required:** Using a cutting torch

**Pay rate:** \$8.00

**Department:** Gunsmithing

**Supervisor:** Jerry Capone

**Job Description:** Cleaning

**Special Skills Required:** Lifting

**Pay rate:** \$8.00

**Department:** Agriculture

**Supervisor:** Roger Estridge

**Job Description:** Upkeep of the garden and farm at the Saluda Campus

**Special Skills Required:** Operate Equipment

**Pay rate:** \$8.00

**Department:** Automotive

**Supervisor:** Gerald Sartin

**Job Description:** Must clean, sweep, mop and empty trash cans in the automotive lab. Help organize and keep Lab and tool room neat and clean. Assist instructors with any projects needed for class

**Special Skills Required:** Must have general automotive knowledge and be able to lift approximately 50 lbs.

**Pay rate:** \$8.00

**Department:** Horticulture

**Supervisor:** Daniel Greenwell

**Job Description:** Maintenance of horticulture grounds throughout the year especially during non-student times. Maintenance will include mowing, trimming grass and shrubs, maintaining annual and perennial beds, spraying weeds, and fertilizing turf. The study will also aid in the planting and growing of mums and poinsettias during non-student times. The study will receive experience in the areas that create internship opportunities.

**Special Skills Required:** Basic horticulture knowledge

**Pay rate:** \$8.00

**Department:** Building Construction

**Supervisor:** Kenneth McDaniel

**Job Description:** The student will be working in shop on projects for the program, maintaining all equipment and/or tools for program, organizing BCT tool crib and all other needs for the program.

**Special Skills Required:** Will be a BCT student that has the skills needed.

**Pay rate:** \$8.00

**Department:** Engineering/Industrial

**Supervisor:** Lynn Baker

**Job Description:** Answer phones, computer use, general office functions.

**Special Skills Required:** Phone, Computer, Customer Service

**Pay rate:** \$8.00

**Department:** Instructional Development

**Supervisor:** Karla Gilliam

**Job Description:** Office work and helpdesk work for D2L, must like technology and customer service, must be proficient in Word and Excel, must work independently and be prompt.

**Special Skills Required:** Desire to assist faculty and staff in a customer service center.

**Pay rate:** \$8.00

**Department:** Information Commons/Library

**Supervisor:** Meredith Daniel

**Job Description:** Monitor computer lab front desk, monitor ID machine, inventory of supplies, assist students, stock printers, update ID's and parking permits

**Special Skills Required:** Knowledge of MS Office, printers

**Pay rate:** \$8.00

**Department:** Library

**Supervisor:** Meredith Daniel

**Job Description:** Monitor computer lab front desk, assist students with computer issues; make college ID's monitor and maintain printer. Work at library service desk; check materials in and out; shelve books; retrieve mail and book drop; complete other tasks as needed.

**Special Skills Required:** Computer software knowledge; customer service; attention to detail and accuracy; dependability and confidentiality re library records.

**Pay rate:** \$8.00

**Department:** Nursing

**Supervisor:** Kim Easler

**Job Description:** Mail collection & distribution, student, mailboxes, typing, filing, office coverage, organizing & other assigned duties

**Special Skills Required:** Email, Microsoft word, customer service & phone etiquette

**Pay rate:** \$8.00

**Department:** Health Science / OTA

**Supervisor:** Tara Gonca

**Job Description:** This position requires typing, filing skills and working on special projects as required. Knowledge of the computer and excel is beneficial. Taking an inventory of OTA supplies, setting up and break down of lab assignments with instructor's guidance and organization of program documents and meeting notes from program director and fieldwork coordinator.

**Special Skills Required:** Professional communication, organizational skills and efficient time management.

**Pay rate:** \$8.00



**Department:** Funeral Service

**Supervisor:** David Martin

**Job Description:** General Office work....filing, typing, answering the phone, etc.

**Special Skills Required:** Computer based – Word, Power-point, Excel, etc.

**Pay rate:** \$8.00

**Department:** IST

**Supervisor:** Jennifer Stroud

**Job Description:** Assist the IT Coordinator with various office duties, Responsible for toner Inventory and delivery. Order business cards as needed. ODA by supervisor.

**Special Skills Required:** Knowledge of Microsoft Office. Individual must be prompt and personable.

**Pay rate:** \$8.00

**Department:** IT/Helpdesk

**Supervisor:** Lisa Lanford

**Job Description:** Answering Help Desk calls, entering tickets, solving tier 1 issues.

**Special Skills Required:** Knowledge of: basic computer, MS products, Pathways, 365 accounts

**Pay rate:** \$8.00

**Department:** Admissions 1

**Supervisor:** Tymeshia Hill

**Job Description:** Providing office assistance – copying, filing, assisting with outgoing mailings, creating packets and mailers, calling projects, scanning into BDMS and other duties as requested.

**Special Skills Required:** Typing at least 35 CWPM, knowledge of Microsoft Word, Publisher and Excel, etc.

**Pay rate:** \$8.00

**Department:** Admissions 2

**Supervisor:** Tymeshia Hill

**Job Description:** Providing office assistance – copying, filing, assisting with outgoing mailings, creating packets and mailers, calling projects, scanning into BDMS and other duties as requested.

**Special Skills Required:** Typing at least 35 CWPM, knowledge of Microsoft Word, Publisher and Excel, etc.

**Pay rate:** \$8.00

**Department:** Admissions 3

**Supervisor:** Tymeshia Hill

**Job Description:** Assist with all Admissions mailings, i.e. Applicant/Acceptance Student Letters, Prospect Mail and Special Event mailings; Assist with verification of documents; Create Prospect Mailing Packets; Assist with calling projects; Provide excellent customer service while working at the frontline; Refer callers with elevated needs to the correct Admissions staff member; ? Assist Administrative Specialist and Counselors as needed; and Maintain confidentiality of student accounts at all times.

**Special Skills Required:** Have general knowledge of college enrollment; Have exceptional customer service skills; Must act professionally at all times; and Maintain confidentiality.

**Pay rate:** \$8.00

**Department:** Marketing and Public Relations

**Supervisor:** Russell Martin

**Job Description:** Working with all staff members in the Department of Marketing and Public Relations this employee will help answer phones, greet visitors and run errands. He or She will review newspapers from the seven county area and log articles regarding PTC in the offices press release database. Tasks will also include mounting and frame signage and posters needed for college events, Depending on the individuals skill-set, this employee could possibly add news articles to the website on a weekly basis. Other duties may include hanging posters around campus and organizing office storage spaces.

**Special Skills Required:**

**Pay rate:** \$8.00

**Department:** New Student Advising

**Supervisor:** Tanasha Amaker

**Job Description:** Answering phones, scheduling appointments, receiving and directing visitors, posting job openings, posting flyers on campus bulletin boards, preparing documents, making phone calls, filing, copying and other general office duties as needed

**Special Skills Required:** Communication and computer skills

**Pay rate:** \$8.00

**Department:** CARE Planning Center

**Supervisor:** Suzy Taylor

**Job Description:** Answer phone, filing, data entry, make phone calls, greet and direct students to appropriate person, assist students with computers, assist with instant Admission and other activities keep area straighten, help staff w/ individual projects.

**Special Skills Required:** Computer Skills

**Pay rate:** \$8.00

**Department:** Student Records

**Supervisor:** Jalissa Adger

**Job Description:** Student work-study will assist the Student Records staff in maintaining the vault, answering phones when needed, and purging inactive files.

**Special Skills Required:** Student work-study needs to be able to file alphabetically, answer phones professionally, and maintain strict confidentiality

**Pay rate:** \$8.00

**Department:** Career Planning & Counseling

**Supervisor:** Cindy Klauck

**Job Description:** Office, answering telephone, making appointments for counselors. Putting packets together, assisting multiple programs within the student success center, Dean of students, Veteran Affairs, Career Planning & Counseling

**Special Skills Required:** Microsoft Office, Very pleasant & Warm demeanor and ability to lift up to 25lbs.

**Pay rate:** \$8.00

**Department:** Student Life

**Supervisor:** David Rosenbaum

**Job Description:** Assist with events and activities throughout the year by hauling supplies, setting up and taking down events, creating and posting flyers on campus bulletin boards, submitting requests for Pathway messages, contacting students about events, tallying evaluations, and responding to needs of club advisors as needed. In addition to assisting with events, the work study will post jobs on the Jobs at a Glance website, assist with answering the main line phone, and complete other clerical duties in an office setting as assigned.

**Special Skills Required:** MS Office and internet computer skills; ability to lift up to 25 lbs.

**Pay rate:** \$8.00

## Off-Campus Jobs

**OFF Campus:** CCY4 / SCEC

**Supervisor:** Allen Lawson

**Job Description:** Assisting, helping, supervising students and reading to children after school program.

**Special Skills Required:** Being able to assist and supervise children and students after school.

**Pay rate:** \$8.50

**OFF Campus:** CrossRoads Pregnancy

**Supervisor:** Lyndia Belcher

**Job Description:**

**Special Skills Required:** Be able to work with pregnant women.

**Pay rate:** \$8.50

**OFF Campus:** Food Bank

**Supervisor:** Wendy Andrews

**Job Description:** Be able to lift, stock food, take orders, answer phones and file paperwork.

**Special Skills Required:** Be able to work with the public.

**Pay rate:** \$8.50

**OFF Campus:** GLEAMNS in Abbeville

**Supervisor:** Elaine Kennedy/Amy Glover

**Job Description:** Answering Phone, Assisting students and the public, filing and typing

**Special Skills Required:** Clerical and Keyboarding

**Pay rate:** \$8.50