Types of Work Study Jobs for 2014-2015

On-Campus Jobs

Department: Finance
Supervisor: Kim Cox

Job Description: Scanning and indexing into BDMS, Filing, Mail, Setting up Files and other duties in Finance Office

Special Skills Required: Some experience with scanning and general office skills.
Pay rate: $7.25

Department: Human Resource
Supervisor: Debbie Tharpe

Job Description: Serve as receptionist, greet customers. Assist individuals requesting employment and/or inquiring about positions. Assist with copies, faxes and mail. Sorting and reviewing employee files BDMS. Scanning employee files into BDMS. Assist with distribution of mass mailings. Other assigned duties as needed.

Special Skills Required: Must be able to work with confidential information! Must have alphabetizing skills and computer skills. Must be proficient in Word and Excel.
Pay rate: $7.25

Department: Human Resource
Supervisor: Debbie Tharpe

Job Description: Serve as receptionist, greet customers. Assist individuals requesting employment and/or inquiring about positions. Assist with copies, faxes and mail. Sorting and reviewing employee files BDMS. Scanning employee files into BDMS. Assist with distribution of mass mailings. Other assigned duties as needed.

Special Skills Required: Must be able to work with confidential information! Must have alphabetizing skills and computer skills. Must be proficient in Word and Excel.
Pay rate: $7.25
**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:** $7.25

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**Department:** Financial Aid  
**Supervisor:** Deborah Williams  

**Job Description:** Reviewing reports generated from Banner, sending emails, indexing BDMS documents  

**Special Skills Required:** Keyboarding, Knowledge of Microsoft Office (Outlook, Excel) Ability to following detailed instructions  
**Pay rate:** $7.25

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**Department:** Edgefield County Center  
**Supervisor:** Sherry Holmes  

**Job Description:** Answering Phone, Assisting students and the public, filing and typing  
**Special Skills Required:** Clerical and Keyboarding  
**Pay rate:** $7.25

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**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:** $7.25

**Department:** Saluda County Center

**Supervisor:** Robin Black

**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:** $7.25

**Department:** McCormick County Center

**Supervisor:** D’Leigh King

**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:** $7.25

**Department:** Computer Technology

**Supervisor:** Lesley Price

**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: $7.25

Department: Administrative Office Technology
Supervisor: Lesley Price
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: $7.25

Department: Criminal Justice
Supervisor: Josh Lindsay
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: $7.25

Department: Early Childhood
Supervisor: Ashley Hollingsworth
Job Description: making copies, answering phones, making phone calls to students
Special Skills Required: D2L, pathways, typing, grading
Pay rate: $7.25

Department: ART
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: $7.25

Department: General Engineering Tech
Supervisor: Sandy Warner

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: $7.25

Department: Electronic Engineering Technology
Supervisor: Farhad Mohajer

Job Description: Office work, Lab organization

Special Skills Required: Use of Power Tools

Pay rate: $7.25

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: $7.25

Department: Gunsmithing
Supervisor: Jerry Capone

Job Description: Assist the gunsmithing department in fabricating jigs, stock support, checkering cradles, checkering proofs, prepping stocks and barrels

Courses being offered in the summer and fall 2014
**Special Skills Required:** Wood working, machine tools

**Pay rate:** $7.25

**Department:** HVAC

**Supervisor:** Keenan Tallent

**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:** $7.25

**Department:** Welding

**Supervisor:** Jim Fleming

**Job Description:** Oxyacetylene cutting/Cleaning

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

**Pay rate:** $7.25

**Department:** Automotive

**Supervisor:** Grayson Jefferies

**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:** $7.25

**Department:** Horticulture

**Supervisor:** Josh Murdock
**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:** $7.25

**Department:** Building Construction

**Supervisor:** Bobby Roche

**Job Description:** Maintaining all shop equipment and also working on various projects as assigned

**Special Skills Required:** Will have needed knowledge

**Pay rate:** $7.25

**Department:** Instructional Development

**Supervisor:** Lynn Mack

**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:** $7.25

**Department:** Library

**Supervisor:** Bonnie Graham

**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:** $7.25

**Department:** Arts and Sciences
Supervisor: Melissa Gregory

Job Description: Clerical assistance: answering phone, filing, dissemination, distribution, other assigned duties

Special Skills Required: Proficient in Microsoft Office; specifically Word and Excel

Pay rate: $7.25

Department: Library

Supervisor: Geneva Tate

Job Description: Works at library service desk; Checks materials in & out; shelves books. Helps with processing magazines newspapers, shelving & shifting to storage; Retrieves mail & book drop and completes other library tasks as needed.

Special Skills Required: Attention to detail, accuracy; patience; some typing & computer skills; customer service skills, dependable, responsible & confidential.

Pay rate: $7.25

Department: Information Commons/Library

Supervisor: Geneva Tate

Job Description: Works at library service desk; Checks materials in & out; shelves books. Helps with processing magazines newspapers, shelving & shifting to storage; Retrieves mail & book drop and completes other library tasks as needed.

Special Skills Required: Attention to detail, accuracy; patience; some typing & computer skills; customer service skills, dependable, responsible & confidential.

Pay rate: $7.25

Department: Nursing

Supervisor: Deidre Stidom

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: $7.25
Department: Health Science

Supervisor: Beverly Burton

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: $7.25

Department: Health Science

Supervisor: Kim Easler

Job Description: Assisting with clerical duties such as filing, making folders, organizing, checking mail

Special Skills Required: Knowledge of Word, Excel

Pay rate: $7.25

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: $7.25

Department: IT

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: $7.25

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: $7.25

Department: Processing Center 1

Supervisor: Cat Stokes

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: $7.25

Department: Processing Center 2

Supervisor: Cat Stokes

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: $7.25

Department: Student Success Center

Supervisor: David Rosenbaum

Job Description: Answering phones, 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: $7.25

Department: Student Records
Supervisor: Linda Thomas

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: $7.25

Department: College Outreach

Supervisor: Lynn Baker

Job Description: Answer phones, assists with college tours, mail-outs, assist students with completing applications, general office duties

Special Skills Required: Computer, Phone

Pay rate: $7.25

Department: Career Planning and Counseling

Supervisor: Cindy Klauck

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: $7.25

Department: WIA

Supervisor: Matt Wiggins/Judy Ware

Job Description: Office Assistant

Special Skills Required: Filing, Computer Savvy, Helpful Personality

Pay rate: $7.25
Off-Campus Jobs

OFF Campus: Clinton Coalition

Supervisor: Pastor Merl

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: $8.00