

# Types of Federal Work Study Jobs for 2017-2018

## 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:** \$8.00

**Department:** Human Resource

**Supervisor:** Alesia Brown

**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:** \$8.00

**Department:** Human Resource 2

**Supervisor:** Alesia Brown

**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:** \$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:** Sherry Holmes

**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:** 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:** \$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, Providers excellent customer service.

**Special Skills Required:** Basic Computer Skills

**Pay rate:** \$8.00

**Department:** Center for Advanced Manufacturing

**Supervisor:** Janean Reish

**Job Description:** Perform basic administrative functions: greetings, visitors, directing visitors, answering telephone, etc.

**Special Skills Required:** Excellent customer service, communication, and organization skills needed.  
Experience

**Pay rate:** \$8.00

**Department:** Dual Enrollment

**Supervisor:** Regina Washington

**Job Description:** Assist with the collection and processing of student documentation; assist with special programs; perform basic administrative duties.

**Special Skills Required:** Excellent customer service, communication, and organization skills needed.  
Experience

**Pay rate:** \$8.00

**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:** \$8.00

**Department:** Administrative Office Technology

**Supervisor:** MaryLou Wilson

**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:** 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:** \$8.00

**Department:** Early Childhood

**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:** 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:** \$8.00

**Department:** Machine Tool Technology

**Supervisor:** Don Lytch

**Job Description:** Shop maintenance, machine repair, toolroom attendant

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

**Pay rate:** \$8.00

**Department:** Electronic Engineering Technology

**Supervisor:** Doug Massey

**Job Description:** Office work, Lab organization

**Special Skills Required:** Use of Power Tools

**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:** Gunsmithing

**Supervisor:** Jerry Capone

**Job Description:** Assist the gunsmithing department in fabricating jigs, stock support, checkering cradles, checkering proofs, prepping stocks and barrelsful courses being offered in the summer and fall 2014

**Special Skills Required:** Wood working, machine tools

**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:** Otis Cunningham

**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, basic janitorial skills, basic hand tool skills, ability to follow directions

**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:**

**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:** Industrial/Engineering

**Supervisor:** Charles Dixon

**Job Description:** Assist with lab maintaining, projects and instructor support.

**Special Skills Required:** Some electrical background, computer skills, and hand tool use.

**Pay rate:** \$8.00

**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:** \$8.00

**Department:** Institutional Effectiveness

**Supervisor:** Donna Foster

**Job Description:** Provide administrative support to College Scheduler, Statistical Analyst, and AVP, Assessment and Compliance

**Special Skills Required:** Proficient with MS Office

**Pay rate:** \$8.00

**Department:** Information Commons/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:** \$8.00

**Department:** TLC/Tutoring

**Supervisor:** Allison Scott

**Job Description:** Assist students with their computer needs; assist divisional faculty and staff/Helping students with questions in their required classes

**Special Skills Required:** Knowledge with computer programs and D2L

**Pay rate:** \$8.00

**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:** \$8.00

**Department:** Health Science

**Supervisor:** George Christia/Jamilla Jenkins-Nelson

**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:** 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:** \$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:** Brenda Edwards

**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:** Brenda Edwards

**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:** Brenda Edwards

**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:** \$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:** Advising and Veterans Center

**Supervisor:** Sheryl Maffett

**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:** 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:** \$8.00

**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:** \$8.00

## Off-Campus Jobs

**OFF Campus:** Clinton Coalition

**Supervisor:** Pastor Merrill

**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

**Supervisor:** Elaine Kennedy

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

**Special Skills Required:** Clerical and Keyboarding

**Pay rate:** \$8.50