Types of Federal Work Study Jobs for 2019-2020

On-Campus Jobs

Department: Human Resources

Supervisor: Ginger Christian

Job Description: Serve as receptionist and 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: Sherry Holmes

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: Paige Mills

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: 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: 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: 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, 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

Supervisor: Tony Amos
Job Description: Oxyacetylene cutting/Cleaning

Special Skills Required: Using a cutting torch
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: Bonnie Alger

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: Geneva Tate

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: CPTS/TLC

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: 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: Sara May

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: Dual Enrollment

Supervisor: Kris Burris

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.

Pay rate: $8.00

Department: Admissions 1

Supervisor: Jalissa Adger

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: Jalissa Adger

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: 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: 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: 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

Department: Student Records

Supervisor: Tameika Wideman

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 confidentially

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