

# Types of Federal Work Study Jobs for 2022-2023

## On-Campus Jobs

**Department:** Human Resources - HR

**Supervisor:** Ginger Christian

**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:** \$10.00

**Department:** Financial Aid - FA

**Supervisor:** Deshawn Morgan

**Job Description:** Student worker will assist students on completing FAFSA applications, MPN and Entrance Counseling, check and respond to Financial Aid emails, check the mail, answer and return phone calls and work on calling projects.

**Special Skills Required:** Must be able to use a computer, telephone and copier. Also, the student must have good customer service skills.

**Pay rate:** \$10.00

**Department:** IST

**Supervisor:** Jennifer Stroud

**Job Description:** Assist the IT Coordinator with various office duties. Responsible for mail delivery for the office. ODA by supervisor.

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

**Pay rate:** \$10.00

**Department:** IT/Helpdesk

**Supervisor:** Lisa Lanford

**Job Description:** Help Desk Role, serves as front line assistance with Customer Support of technical issues. Duties include but are not limited to answering phones, entering tickets, assigning tickets, Tier 1 support for Students, Staff and Faculty. Students working at the Help Desk provide crucial services to the student body, faculty and staff of the college.

**Special Skills Required:** Excellent customer service; ability to interact with Help Desk module; IT experience preferred.

**Pay rate:** \$10.00

**Department:** Workforce Innovation - WI

**Supervisor:** Vickie Baldwin

**Job Description:** Answering phone, greeting customers, preparing training packets, preparing training materials, filing, preparing documents for CDL, proctoring test

**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:** \$10.00

**Department:** Abbeville County Center - ACC

**Supervisor:** Angela Clinkscales

**Job Description:** AA Campus-Cover front desk during absence of staff: Greet customers as they enter, answer telephone, schedule appointments for advising, setup & cleanup for campus activities, filing, proctor test when needed, provide technical assistance in classrooms and labs; assist as needed throughout campus.

**Special Skills Required:** Microsoft office Suite, D2L/Brightspace, Pathway, Banner adhering to confidential information received, exceptional front desk and customer service skills, excellent time management skills

**Pay rate:** \$10.00

**Department:** Edgefield County Center - ECC

**Supervisor:** Brenda Edwards

**Job Description:** Assist with clerical duties, assist with mailing and calling projects, Schedule appointments for testing and proctored test, assist students in the computer lab, assist with special projects and events, manage the front desk as needed.

**Special Skills Required:** Must be able to maintain confidentiality, must be able to provide excellent customer service

**Pay rate:** \$10.00

**Department:** Newberry County Center - NCC

**Supervisor:** Beth Jaeger

**Job Description:** Filing, answering phones, proctoring tests, delivering mail, packages, etc. Assisting with student engagement, facility decorations and events. Assisting students, faculty, and staff as needed. \*

**Special Skills Required:** Ability to work with confidential documents and information. Basic computer skills and willingness to be flexible.

**Pay rate:** \$10.00

**Department:** Saluda County Center - SCC

**Supervisor:** Brenda Edwards

**Job Description:** Assist with clerical duties, mailing and calling projects, schedule appointments for testing and proctored test, assist students in the LRC, assist with special projects and events, manage the front desk as needed. \*

**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:** \$10.00

**Department:** McCormick County Center - MCC

**Supervisor:** TBA

**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; Responsibilities include but are not limited to: working on the frontline and Learning Resource Center (LRC)(greeting customers as they enter while providing excellent customer service, assist students in the LRC with D2L, completing the FAFSA, making copies, registering and logging in to take D2L Placement Test, maintain a clean campus environment, setup/clean up for campus events and activities, assist with special projects as needed

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

**Special Skills Required:** Microsoft Office Suite: Word and power point, excellent customer service, keyboarding and familiar with D2L and Pathway.

**Pay rate:** \$10.00

**Department:** Laurens County Center - LCC

**Supervisor:** Kim Chalmers

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

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

**Pay rate:** \$10.00

**Department:** Computer Technology - CPT

**Supervisor:** Coronicca Oliver

**Job Description:** To assist full-time and part-time faculty with computer labs, online classes, and misc. tasks. Use basic features in Microsoft Word and Excel to create and edit general office documents as needed. Answer telephone calls and greet internal and external customers. Support division secretary with routine tasks. Verify accuracy of completed internal forms for processing. Deliver routine documents to various service areas on Main Campus. Assist faculty with obtaining supplies for classroom use. Direct students to appropriate service areas for assistance. Distribute mail and other general office tasks. Communicate concerns, problems, and suggestions to division secretary. Organize and update storage areas, and filing as directed.

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

**Pay rate:** \$10.00

**Department:** Early Childhood Development - ECD

**Supervisor:** Claudia Edwards

**Job Description:** Maintain classroom supplies; prepare materials for class; straighten classrooms; file papers; make copies; assist with grading and preparing bulletin boards; type and edit documents; contact ECD students; assist ECD Club officers and students with special events such as Literacy Day

**Special Skills Required:** D2L, pathways, typing; computer/word processing skills

**Pay rate:** \$10.00

**Department:** Commercial Arts - ARV

**Supervisor:** Kendall Adams

**Job Description:** Work study/lab monitor; 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; Good organizational skills

**Pay rate:** \$10.00

**Department:** Human Services - HUS

**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. Organizing, filing, phone calls, emails, recruitment, planning workshops, etc.

**Special Skills Required:** Being able to be flexible. This work study may have down time and then be very busy. Communication, computer and typing skills, etc.

**Pay rate:** \$10.00

**Department:** Funeral Service - FSE

**Supervisor:** David Martin

**Job Description:** General Office work...filing, typing, answering the phone; Assist with updating information, testing, sending information out to students and prospective students, calling students, making copies of items for students, various jobs needed to assist other FSE employees.

**Special Skills Required:** Computer based – Word, Power-point, Excel; Must be able to work with confidential information, computer skills.

**Pay rate:** \$10.00

**Department:** Mechanical Engineering Technology - MET

**Supervisor:** William Thrasher

**Job Description:** Assist with lab preparation and equipment maintenance. Other general clerical and equipment organization as required.

**Special Skills Required:** Ideally the student should be somewhat mechanically inclined - or at least have a willingness to learn.

**Pay rate:** \$10.00

**Department:** Machine Tool Technology - MTT

**Supervisor:** Don Lytch

**Job Description:** Shop maintenance, machine repair, tool-room attendant; Help keep lab clean and organized. Cut stock for projects

**Special Skills Required:** Knowledge of machinery and standard machine tool tooling; Work with little supervision. Safety conscience.

**Pay rate:** \$10.00

**Department:** Machine Tool Technology 2 - MTT

**Supervisor:** Phillip Calhoun

**Job Description:** Shop maintenance, machine repair, tool-room attendant; Help keep lab clean and organized. Cut stock for projects; House keep, cut stock maintain machines. shop maintenance. Clean and maintain lab areas. Cut stock, sort tooling and toolboxes. Work on odd jobs. Maintain lab machines.

**Special Skills Required:** Knowledge of machinery and standard machine tool tooling; Work with little supervision. Safety conscience.

**Pay rate:** \$10.00

**Department:** Engineering Graphics Technology - EGT

**Supervisor:** Christina Knight

**Job Description:** Cleaning the labs, Office work, making copies, going to recruiting events, drawing on CAD, etc.

**Special Skills Required:** Computer skills, Microsoft Office, CAD software

**Pay rate:** \$10.00

**Department:** Heating, Ventilation and Air Conditioning - HVAC

**Supervisor:** Robbie Hill

**Job Description:** Duties will include 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. Clean and organize all HVAC lab/classroom spaces. Remove trash from all spaces. Assist with troubleshooting and repair of all HVAC and R systems. Assist with installation of all HVAC and R equipment in the lab spaces. Assist with recycling of HVAC equipment. Assist with copies and paperwork that relates to HVAC.

**Special Skills Required:** Must be able to safely pick up and move objects weighing up to 50 pounds. Must be able to safely work around pressurized, electrical and natural gas circuits. Must be able to safely climb ladders.

**Pay rate:** \$10.00

**Department:** Welding

**Supervisor:** Jim Ladd

**Job Description:** Must be able to work with confidential information. Must be proficient in Microsoft Office products (Word, Excel, etc). Prefer experience with HTML & CSS.

**Special Skills Required:** Welding Cutting Organizational Skills Time Management Skills

**Pay rate:** \$10.00

**Department:** Welding CAM

**Supervisor:** Tony Amos

**Job Description:** Oxyacetylene cutting/Cleaning; Keep accurate inventory of welding consumables and materials required to operate welding lab, organize and maintain daily use consumables and materials, inspect and maintain organization of welding booth equipment, inspect and maintain welding lab cleanliness, maintain cleanliness and organization of storage building, ensure required PPE is present at work stations

**Special Skills Required:** Using a cutting torch; Basic math skills, basic computer skills (excel, word, email) communicate effectively written and orally, ability to track and document inventory items, use basic hand tools, be able to lift 50lbs

**Pay rate:** \$10.00

**Department:** Agriculture - AGR

**Supervisor:** Roger Estridge

**Job Description:** Upkeep of the garden and farm at the Saluda Campus; Working on Saluda Campus; Checking and feeding animals Watering plants Keeping shop and lab area clean Helping with lab assignments Computer research

**Special Skills Required:** Operate Equipment; Computer and Hands on; General Computer skills, Record keeping and Observation skills

**Pay rate:** \$10.00

**Department:** Automotive - AUT

**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:** \$10.00

**Department:** Gunsmithing - GUN

**Supervisor:** John Littlefield

**Job Description:** Work Study, Cleaning and maintenance of machines and other job duties as requested.

**Special Skills Required:** Must have gunsmithing knowledge.

**Pay rate:** \$10.00

**Department:** Horticulture - HRT

**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. Assist with the maintenance of greenhouse crops and the horticulture gardens. Assist with special projects in the horticulture program.

**Special Skills Required:** Basic horticulture knowledge; Ability to work outside in hot or cold environments.

**Pay rate:** \$10.00



**Department:** Building Construction - BCT

**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:** \$10.00

**Department:** Instructional Development - ID

**Supervisor:** Karla Gilliam

**Job Description:** Assists D2L admin with customer support by answering tickets via email and helpdesk ticket system. Assists with documentation and training for faculty and students. Assists with captioning requests and other accessibility concerns. Performs other processes and tasks related to online learning support and professional development as requested.

**Special Skills Required:** Must be able to work with confidential information. Must be proficient in Microsoft Office products (Word, Excel, etc). Prefer experience with HTML & CSS.

**Pay rate:** \$10.00

**Department:** Library 2 – Lab Area

**Supervisor:** Kayla Leopard

**Job Description:** Monitor computer lab front desk, Library Worker Assists Patrons with general library work. Check out, check in, finding items, general computer help Shelving books and keeping the shelves organized Processing library items and working on projects as needed. Maintain the cleanliness of the library and stock supplies as needed

**Special Skills Required:** Strong customer skills, computer skills, organizational skills, alphabetizing skills

**Pay rate:** \$10.00

**Department:** Library – Front Desk

**Supervisor:** Kayla Leopard

**Job Description:** Library Computer Lab Worker Assists Patrons with basic computer functions, Internet, D2L, Pathway, Printing. Enforce the rules, such as, volume levels, sign in and sign out, etc. Maintain a

clean environment and keep supplies in stock. General Library Work, shelving books, processing books, assisting patrons, etc.

**Special Skills Required:** Strong computer technology skills, organizational skills, customer service skills, alphabetizing skills

**Pay rate:** \$10.00

**Department:** Nursing – Allied Health

**Supervisor:** Lisa Buchanan/ Tara Gonce

**Job Description:** Filing - organizing - copying - scanning - saving and maintaining/organizing electronic files Picking up mail - making campus runs - typing - answering phone

**Special Skills Required:** Knowledge of computers and common software applications Ability to organize and multitask

**Pay rate:** \$10.00

**Department:** Health Science / OTA

**Supervisor:** Paula Powell/Tara Gonce/Lisa Buchanan

**Job Description:** Filing-organizing-copying, saving and maintaining/organizing electronic files, picking up mail, making campus runs, typing, answering phone

**Special Skills Required:** Knowledge of computers and common software applications. Ability to organize and multitask

**Pay rate:** \$10.00

**Department:** Admissions 1

**Supervisor:** Tymeshia Hill

**Job Description:** 1. Create student identification (PTC ID). Assist in processing documents, to include scanning, indexing and loading in Banner as necessary. Assist with data entry as necessary. 2. Provide quality customer service to students, faculty and staff, and walk-ins. Assist customers by assessing their needs, providing appropriate information/service, and/or directing them to others for specialized or indepth assistance. Serve as point person for routine questions about admissions, enrollment processes, academic programs, financial aid, testing, advising, and campus resources in accordance with the College procedures. Assist with scheduling for admissions, advisement, when necessary. 3. Refer students to connect with Admissions, Financial Aid, Testing, Career Planning & Counseling, New Student Advising, Academic Advising, the Care Plan Center, and other College departments. 4. Assist students in

completing the enrollment processes, including the admissions application, FAFSA, Pathway, and College Student Inventory. 5.Perform other duties as assigned by supervisor.

**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:** \$10.00

**Department:** Admissions 2

**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:** \$10.00

**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:** \$10.00

**Department:** New Student Advising

**Supervisor:** Amelia Jackson

**Job Description:** Answering phones, scheduling appointments, receiving and directing visitors, preparing documents, making phone calls, filing, copying and other general office duties as needed. 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:** Customer service, communication, professionalism, and computer skills.

**Pay rate:** \$10.00

**Department:** CARE Planning Center - CARE

**Supervisor:** Katrise Murphy

**Job Description:** Greeting visitors and answering phones Answering student questions Entering appointments into Bookings system Looking up student information Taking phone messages Helping maintain printed materials Printing and sorting materials Assisting students with basic tasks in Pathway Typing and computer use Keeping the center looking neat Assist advisors as needed Other office duties as needed

**Special Skills Required:** Good communication skills with faculty/staff and students Organizational skills Microsoft Office Detail oriented Able to follow written and oral instructions Able to handle busy and/or highstress situations

**Pay rate:** \$10.00

**Department:** Student Records - SR

**Supervisor:** Jalissa Adger

**Job Description:** This position is responsible for providing quality customer service to students, faculty, and staff in the Student Records Office. Answers incoming phone calls, responds to Student Records email account, and processes all incoming mail. Provides data entry for registration, withdrawal, student information changes, curriculum changes, grading and other related processes.

**Special Skills Required:** Attention to detail, exceptional customer service, and ability to work independently

**Pay rate:** \$10.00

**Department:** Career Planning & Counseling - CPC

**Supervisor:** Patsy Garcia/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:** \$10.00

**Department:** Business Advising - BA

**Supervisor:** Nicole Fuller

**Job Description:** Answering phones and emails Answering student questions Setting up appointments in Bookings Looking up student information Assisting students with registration Typing and computer use Other office duties as assigned

**Special Skills Required:** Good communication skills with staff/faculty and students Organizational skills Microsoft Office Detail oriented Able to follow instructions Able to handle busy and/or high stress situations Professional, dependable, friendly

**Pay rate:** \$10.00

**Department:** Student Life - SL

**Supervisor:** David Rosenbaum/Kendra LeGreca

**Job Description:** Good communication skills with staff/faculty and students Organizational skills Microsoft Office Detail oriented Able to follow instructions Able to handle busy and/or high stress situations Professional, dependable, friendly

**Special Skills Required:** Must be able to lift 25 lbs. regularly and 50lbs occasionally; MS Office knowledge; good communication and critical thinking skills; creativity

**Pay rate:** \$10.00

## 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:** \$11.00

**OFF Campus:** GLEAMNS in Greenwood

**Supervisor:** Elaine Kennedy

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

**Special Skills Required:** Clerical and Keyboarding

**Pay rate:** \$11.00

**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:** \$11.00

**OFF Campus:** Food Bank

**Supervisor:** TBA

**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:** \$11.00