

Types of Federal Work Study Jobs for 2023-2024

On-Campus Jobs

Department: Human Resources - HR

Supervisor: Ginger Christian

Job Description: Receptionist-greet customers and help assist employees, applicants and vendors, as needed. Assist with copies, faxes and mail. Filing/sorting for the HR office. Help with distribution of mass employee mailings. Organize and prep for BDMS. Other duties as well as, filing and typing, as needed.

Special Skills Required: Must be able to work with confidential information. Must have alphabetizing skills/computer skills and be proficient in Word and Excel. Should be able to work with minimal supervision, but also not be hesitant to ask for assistance when needed.

Pay rate: 11.00

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: \$11.00

Department: Information Technology - IT

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: \$11.00

Department: Information Technology - 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: \$11.00

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: \$11.00

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: \$11.00

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: \$11.00

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: \$11.00

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: \$11.00

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: \$11.00

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: \$11.00

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: \$11.00

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: \$11.00

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: \$11.00

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: \$11.00

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: \$11.00

Department: Funeral Service - FSE

Supervisor: Dedrick Gantt

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: \$11.00

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: \$11.00

Department: Electronic Engineering Technology - EET

Supervisor: Jason White

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

Special Skills Required:

Pay rate: \$11.00

Department: Engineering & Industrial Technology - EDT

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: \$11.00

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: \$11.00

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: \$11.00

Department: Agriculture - AGR

Supervisor: Andrew Warner

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: \$11.00

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: 11.00

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: \$11.00

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: \$11.00

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: \$11.00

Department: Library 2 – Library Computer Lab

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: \$11.00

Department: Library – 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: \$11.00

Department: Nursing – Allied Health

Supervisor: Lisa Buchanan

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: \$11.00

Department: Health Science / OTA

Supervisor: 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: \$11.00

Department: Enrollment Center - EC

Supervisor: Bonnie Graham

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: \$11.00

Department: Enrollment Center - EC

Supervisor: Bonnie Graham

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: \$11.00

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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: \$11.00

Department: Enrollment Advising

Supervisor: Chelsea Lake

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: \$11.00

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 high stress situations

Pay rate: \$11.00

Department: Student Records - SR

Supervisor: Anna Crawford

Job Description: The student worker will provide assistance to members of the Student Records staff. The student worker will be a primary point of contact for answering the phone and assisting walk-ins. Various job responsibilities will include call projects, degree mailing, filing, assisting with graduation, and any other assigned duties as needed.

Special Skills Required: Must possess excellent customer service skills and ability to answer basic Student Records questions or forward calls to appropriate person/department. Must be able to work independently and have knowledge of Microsoft Office and Excel.

Pay rate: \$11.00

Department: Student Success & Engagement - SSE

Supervisor: Patsy Garcia

Job Description: Assisting multiple departments within a suite, such as greeting visitors, answering telephone and calling students, making appointments for services, putting various packets together, assisting with mailings, creating documents and bulletin board displays, proctoring tests. Guide students to other offices or departments, assisting students in learning to navigate the college systems and technology. Assist in other tasks and other office area's as needed.

Special Skills Required: Most important is dependability, patience and a very pleasant and warm demeanor. Strong telephone communication skills. Use of Microsoft Office and ability to lift up to 30 lbs, stand on ladder to hang various items. Preference given to students who are bilingual in Spanish and English.

Pay rate: \$11.00

Department: Student Life - SL

Supervisor: Patsy Garcia

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: \$11.00

Department: Hope Pantry - HP

Supervisor: Kendra LeGreca

Job Description: The student assisting in the food pantry will: assist in coordinating volunteer efforts,
create/oversee/maintain a food drive in the fall, stock pantry shelves, assist pantry patrons, collect
intake forms, assist with other pantry-related jobs as needed

Special Skills Required: The ability to lift at least 30 pounds without issue; Customer service skills,
organization

Pay rate: \$11.00

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: \$12.00

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: \$12.00

OFF Campus: Greenwood Library

Supervisor: TBA

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

Special Skills Required: Clerical and Keyboarding

Pay rate: \$12.00

OFF Campus: Greenwood 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: \$12.00