

Job Description Directory

The following is a list of all work-study positions and job descriptions. The College reserves the right to make any changes as necessary. Any student interested in a work-study position should contact the Financial Aid Office, not individual departments. No job should be promised to a student without prior approval of the Financial Aid Office and the Work-Study Coordinator.

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DEPARTMENT: ACADEMIC SUPPORT/DEVELOPMENTAL EDUCATION

Supervisor: Donna Marie Colonna
Job Title: Student Assistant
Position Available: 1

Job Description: The student acts as an assistant to the reading and writing faculty. This student is in charge of having materials copied and arranged in a timely manner. The student does most of the filing and organizing of routine paperwork. Additional duties are keeping supplies on hand from the workroom, running errands, and making occasional phone calls. The student grades some objective papers for the reading classes.

Prerequisites: The student must be dependable, trustworthy and accurate.

DEPARTMENT: ACADEMIC SUPPORT

Supervisor: Barbara Danley
Job Title: Student Clerical Assistant
Position Available: 1

Job Description: This student will be responsible for such duties as typing, word processing, proofreading, filing, and making copies.

Prerequisites: The student must be dependable and must have good communication skills.

DEPARTMENT: ADMISSIONS

Supervisor: Kellie Shoemake
Job Title: Student Assistant
Positions Available: 2

Job Description: To assist the office staff in executing duties and responsibilities of the Admissions Office. Duties may include but are not limited to:

Filing
Assist with mailings
Answer telephone, Greet Students
General Office duties as directed

The student may also be asked to provide assistance to other areas of Admissions.

Prerequisites: Proficiency in basic clerical skills as well as professional telephone manners, neat appearance, accurate typing, proofreading, and good organizational skills.

DEPARTMENT: ADVISING CENTER

Supervisor: Madie Ash
Job Title: Student Assistant
Positions Available: 1

Job Description: The student assistant will perform a variety of duties that include but are not limited to the followings:

Word Processing, typing, processing of inter-office mail
Copying, answering the phone

Prerequisites: Student must be dependable, have a neat appearance, basic clerical skills as well as a professional telephone voice. Also, efficient in Microsoft Office programs.

DEPARTMENT: ARCHITECTURAL TECHNOLOGY, CIVIL ENGINEERING TECHNOLOGY AND SURVEYING TECHNOLOGY

Supervisor: Ron McDonald
Job Title: Student Assistant
Positions Available: 1

Job Description: Student will help maintain labs and storage areas and assist professors for approximately ten hours each week. Other duties may be assigned by the Coordinator of the Civil Engineering Technology program as deemed necessary.

Prerequisites: A dependable student who is able to work independently. Civil Engineering Technology, Architecture or Surveying student, preferred but not necessary, will train.

DEPARTMENT: AUTOMOTIVE

Supervisor: Alex Cameron
Job Title: Automotive Shop Helper
Positions Available: 1

Job Description: Duties include but are not limited to:

Equipment maintenance
Tool room organization, General clean-up

Prerequisites: Must be an automotive student familiar with shop layout and equipment.

DEPARTMENT: BAKING AND PASTRY ARTS

Supervisor: Chef Martin Brunner
Job Title: Student Assistant
Positions Available: 1

Job Description: To assist baking students and Chef Instructors, in organizing and cleaning of the baking lab. The baking lab is located at the Max and Moritz bakery in Aberdeen. The candidate will need transportation to and from the lab off campus. The job will consist of washing dishes, sweeping, working with cleaning chemicals and overall sanitation of the baking lab.

Prerequisites: The student must be ServeSafe certified. The student will be instructed on the M.S.D.S (material safety data sheets) as required by O.S.H.A.

DEPARTMENT: BIOLOGY

Supervisor: Rebecca Roush
Job Title: Lab Assistant
Positions Available: 1

Job Description: The student will assist in lab preparations and clean up after the general biology, anatomy and physiology, and microbiology labs. The student will also assist the faculty in preparing handouts and materials for labs.

Prerequisites: The student should be a college transfer, science, or allied health major. Computer skills a plus.

DEPARTMENT: BUSINESS AND ADMINISTRATIVE SERVICES

Supervisor: Debra Marion
Job Title: Student Clerical Assistant
Positions Available: 1

Job Description: This student Assistant will be responsible for various office duties including filing, occasional word processing jobs, proofreading, answering the telephone, distributing the mail, and other tasks as assigned.

Prerequisites: The student must be dependable and have good communication skills.

DEPARTMENT: CAMPUS SAFETY AND SECURITY

Supervisor: Dave Reece
Job Title: Student Assistant
Positions Available: 2

Job Description: The student will assist with various office duties including but not limited to:

Answering the telephone, typing, filing
Compiling security data

Prerequisites: The student must be trustworthy and dependable. Word processing skills are a must.
The student must keep all matters of a sensitive nature confidential.

DEPARTMENT: CAMPUS SAFETY AND SECURITY

Supervisor: Dave Reece
Job Title: Parking Control Assistant
Positions Available: 2

Job Description: The student will assist security personnel with traffic enforcement responsibilities.
Duties will include but are not limited to:

Writing, processing and filing parking tickets
Compiling ticket data
Minor traffic control responsibilities

Prerequisites: Confidentiality is a must due to the sensitive nature of information handled. The student must be trustworthy and dependable. The student must keep all matters of a sensitive nature confidential.

DEPARTMENT: CAREER SERVICES

Supervisor: Randy Foster
Job Title: Student Assistant
Positions Available: 1

Job Description: The student will serve as psychometrist, assisting the career counselor in scoring the instruments used in career counseling and classroom presentations. Also assist students with the DISCOVER computerized career exploration program; assist with routine filing of client records, prepare folders for new career counseling clients, assist in miscellaneous activities such as bulletin board displays, copying materials and various other tasks that may need to be done.

Prerequisites: The student must maintain confidentiality regarding client records, career assessment results, and any other documents to which the work-study student may have access. Must have light typing, filing and organizational skills.

DEPARTMENT: CENTER FOR TEACHING AND LEARNING

Supervisor: Valerie Hampson
Job Title: Research Assistant
Positions Available: 1

Job Description: This person needs to have excellent data entry/typing skills, but also be willing to make copies, maintain files and take phone messages. This person should be able to work independently, be extremely organized and very reliable. A proficiency in mathematics would be helpful.

DEPARTMENT: COMPUTER ENGINEERING TECHNOLOGIES

Supervisor: Paul Steel
Job Title: Student Assistant
Position Available: 1

Job Description: Assist the instructor in lab, prepare lab areas and materials, and routine clerical work.

Prerequisites: Student must be trustworthy, dependable, safety conscience and have a basic understanding of electronics. The student assistant needs to have knowledge of Blackboard.

DEPARTMENT: COMMUNITY SERVICE WORK
Supervisor: Work-Study Coordinator/Various Local Community Service Directors
Job Title: Student Assistant
Positions Available: Varies

Job Description: Assist local community service organizations with public relations activities, office work, errands, etc. Also, some organizations require specific job duties to be communicated by the individual supervisor. Positions currently on file are: "America Reads", tutoring, Moore Buddies, Moore County Schools, Employment Security Commission, First Health, Communities in Schools of Moore County and the Sandhills Food Bank. The "America Reads" program tutors children in reading and math.

Prerequisites: Since these organizations are off campus, transportation is required. Dependability and a positive attitude is a must as the student is representing Sandhills Community College. **Second year students are given priority to these positions.**

DEPARTMENT: COMMUNITY SERVICE-AMERICA READS
Supervisor: Various school personnel
Job Title: Student Tutor
Positions Available: Varies

Job Description: Tutor children in reading and math. Early Childhood Education students preferred.

Prerequisites: A love of children, professional attitude and dress appropriate to work with children. Must have own transportation since jobs are off campus.

DEPARTMENT: COMMUNITY SERVICE-AMERICAN RED CROSS
Supervisor: Meg Finnin, Office Manager
Job Title: Information Dissemination Specialist
Positions Available: 1

Job Description: This person will spread information on behalf of the Red Cross to the public by delivering posters; making phone calls; visiting clients with data sheets; delivering info to local media; sharing information with local businesses, colleges, schools, and other non-profits about blood drives, fund raisers, and other Red Cross activities.

Prerequisites: Enthusiasm, good communication skills, understanding of community service opportunities, and a willingness to share openly with others.

DEPARTMENT: COMMUNITY SERVICE-COMMUNITIES IN SCHOOLS OF MOORE COUNTY
Supervisor: Andy Cordy
Job Title: Clerical Assistant
Positions Available: 1

Job Description: Student will assist Executive Director in filing, entering data into database systems, type letters, word processing, developing forms, copying materials, and help with special projects.

Prerequisites: Dependable transportation since job is located at Sandhills Area Chamber of Commerce. General office and computer skills, dependable work habits, and the ability to work independently are necessary.

DEPARTMENT: COMMUNITY SERVICE-EMPLOYMENT SECURITY COMMISSION
Supervisor: Craig McIntosh
Job Title: Student Assistant
Position Available: 2

Job Description: Assist local office with phone calls, arrange appointments, operate VCR and prepare initial claims folders. Operate PBX telephone console and collect and distribute mail and messages. Also, other duties as deemed necessary.

Prerequisites: Transportation off campus is required. The student must possess the ability to meet the public in a professional manner. The student must also have good communication and basic office skills. Dependability is a must since the student is representing Sandhills Community College. This is the perfect job experience for your resume.

DEPARTMENT: COMMUNITY SERVICE- FIRST HEALTH
Supervisor: Cheryl B.Batchelor-Clinical Operations/Administrative Systems/Holly McGaw
Job Title: Student Assistant
Positions Available: 2

Job Description: The student will assist the coordinator with answering the phone, filing, typing and other general office duties. Second year student are required.

Prerequisites: Transportation is required since this job is located off campus. Also, dependable work habits and a pleasant personality are required since the student will be representing Sandhills Community College.

DEPARTMENT: COMMUNITY SERVICE - MOORE BUDDIES
Supervisor: Rick Gehl
Job Title: Student Assistant
Position Available: 1

Job Description: The student must have a desire to work with youth in a small group setting. Will assist the Program Manager and provide general assistance during after school hours (3:30 p.m. – 6:00 p.m.) Monday – Thursday as requestd.

Prerequisites: Dependable transportation is required since this job is off campus. Dependable work habits and a pleasant personality are required since the student is representing Sandhills Community College. Human Services, Criminal Justice or Office Management courses a plus.

DEPARTMENT: COMMUNITY SERVICE – MOORE BUDDIES
Supervisor: April Wood
Job Title: Office Assistant
Position: 1

Job Description: The student will support the secretary with answering the phone, maintaining databases, issuing acknowledgement letters to donors, helping prepare newsletters and assist with website maintenance. The hours are flexible.

Prerequisites: A basic knowledge of the Microsoft Office Suite including Microsoft Word and Excel and basic computer skills. No website knowledge in required. The student will undergo training that will teach the skills required. Human Services, Criminal Justice, or Office Management courses of study a plus. Visit our website at www.moorebuddies.org to learn more about our programs!

DEPARTMENT: COMMUNITY SERVICE-MOORE COUNTY LITERACY COUNCIL
Supervisor: Susan Sherard, Executive Director
Job Title: Evening Coordinator
Positions Available: 1

Job Description: The student will supervise the center from 5:00 p.m. until 8:00 p.m. Duties include: help students on the computer, take and relay phone messages, assist tutors with materials needed, do new student intake and close up the center.

Prerequisites: A genuine desire to work with adult tutors and students. Dependable transportation is required.

DEPARTMENT: COMMUNITY SERVICE- MOORE COUNTY SCHOOLS
Supervisor: Anita Alpenfels
Job Title: Student Assistant Intern
Position Available: 1

Job Description: The student will assistant staff in various office duties including, typing, filing, duplication, mail, ordering of supplies and special projects. Student will assist in various offices as need arises. Including the Human Resources Office and other offices as needed.

Prerequisites: Transportation is required since this job is located off campus. Dependable work habits and the ability to work independently are necessary. A friendly personality is required since the student will be representing Sandhills Community College. The student must also have the ability to handle 13 incoming lines and direct calls to 78 different extensions. This position is limited to students who are in their second year of program only.

DEPARTMENT: COMMUNITY SERVICE-MOORE COUNTY SCHOOLS
Supervisor: Linda Hubbard-Volunteer Office
Job Title: Student Assistant Intern
Position Available: 1

Job Description: Assist Volunteer Coordinator in various office duties including, typing, filing, duplicating and special projects. Assist with designing new forms, booklets and other computer generated materials. Track and record volunteer hours for three agencies every month, Literacy Council, R.S.V.P. and FirstHealth, and report results to each agency. Also, additional reporting, C.A.R.E., Canine Assisted Reading Education and BackPack Pals.

Prerequisites: Transportation. Dependable work habits, pleasant telephone manner, and the ability to work independently.

DEPARTMENT: COMMUNITY SERVICE-MOORE COUNTY SCHOOLS
Supervisor: Traci Patterson
Job Title: Finance Office Intern
Position Available: 1

Job Description: The candidate will be responsible for assisting with all accounting and clerical functions, including data input, assisting finance staff, constructing tables and worksheets, answering the phone, and filing. May also assist staff in other departments within the school system, including Child Nutrition.

Prerequisites: Prior accounting and/or clerical experience, excellent computer and customer service skills, attention to details, and confidentiality. Transportation is required since this job is located off campus. Dependable work habits and the ability to work independently are necessary. This position is limited to students who are in the second year of their program.

DEPARTMENT: COMMUNITY SERVICE-MOORE COUNTY SCHOOLS
Supervisor: Tim Lussier, Advisor for Community Relations
Job Title: Student Intern
Position Available: 1

Job Description: The intern must have excellent writing skills and be willing to learn basic journalistic writing style to proof and edit school district articles for publication. Some writing of articles may also be required. The intern will monitor and update the school district's website using School Center, a template-based program that does not require previous web design experience. An Exciting opportunity for a communications or journalism major.

Prerequisites: Some travel to schools required. Mileage is to be paid by Moore County Schools for travel away from office to schools. Some familiarity with video cameras will also be required to videotape activities for use on Moore County Schools Notebook which is broadcast on Sandhills Cable Channel 3(WYBE Channel 44). Due to working with teachers and students for this task, the intern must also possess good people skills. The student must have dependable transportation. Eight to ten hours per week are required. Schedule is flexible.

DEPARTMENT: COMMUNITY SERVICE-SANDHILLS FOOD BANK
Supervisor: Joyce Scarlet
Job Title: Office Assistant
Position Available: 1

Job Description: Student should have basic computer experience. Duties include the use of Excel, Microsoft Word, Internet search, and making copies. They are willing to train. This is a wonderful opportunity to give back to your community.

Prerequisites: The appropriate student should be a second year student who has the ability to present themselves in a professional manner representing the school to the community. They should possess good work ethics and have dependable transportation to site. Approximately four to six hours a week. Office hours are Monday – Friday 7 a.m. – 2 p.m.

DEPARTMENT: COMPUTER ENGINEERING TECHNOLOGY

Supervisor:
Job Title: Student Faculty/Lab Assistant
Positions Available: 2

Job Description: The student would be responsible for the following:

Maintaining the order and appearance of the computer labs.
Installation and configuration of computer software and hardware.
Duplication and collation of handouts
Routine clerical and computer tasks

Prerequisites: The student should be trustworthy, dependable and have a basic knowledge of computers.
Student should be a first or second year ITN, NET, or CET major. Prefer 2nd year student.

DEPARTMENT: COMPUTER PROGRAMMING

Supervisor: Dianne Innes
Job Title: Student Faculty Assistant
Positions Available: 1

Job Description: The student will enter data into the IBM AS/400, updating files, performing backups on the AS/400, and possibly entering some short programs into the system. Test Creation and duplication are also needed.

Prerequisites: The student should have already been involved in the Computer Programming curriculum.

DEPARTMENT: CONTINUING EDUCATION/BASIC SKILLS

Supervisor: Jan Hiltner -Main Campus, Mike Andrews – Hoke Campus
Job Title: Clerical Assistant
Positions Available: 2 – Main Campus
1 – Hoke Center

Job Description: Student will assist Basic Skills instructors in filing, checking folders, duplicating information, assembling lesson packs, shelving books and materials, and correction of class assignments.

Prerequisites: A dependable, mature student who is able to follow directions from several instructors and complete work in a timely manner. The student must be able and willing to handle confidential data and materials. Computer expertise is a plus

DEPARTMENT: CONTINUING EDUCATION-WESTMOORE CENTER

Supervisor: Becky Sanders
Job Title: Student Assistant
Position Available: 1

Job Description: The student assistant will be responsible for answering the phone, filing, copying and some word processing.

Prerequisites: A dependable, mature student with transportation to Westmoore Center.
Excellent phone etiquette is necessary in this position.

DEPARTMENT: CONTINUING EDUCATION

Supervisor: Stelfanie Williams
Job Title: Student Assistant
Positions Available: 1

Job Description: The student will assist with various office duties including but not limited to: Answering the phone, typing, filing, photocopying, compiling data.

Prerequisites: The student must be trustworthy and dependable. Word processing skills are a must.
The student must keep all matter of a sensitive nature confidential.

DEPARTMENT: CONTINUING EDUCATION-CULINARY & HOSPITALITY EDUCATION

Supervisor: Instructor, Culinary Continuing Education
Job Title: Continuing Education Kitchen Assistant
Positions Available: 1

Job Description: The student will assist the Instructor of the Culinary Continuing Education Class with set up of class, food preparations, cleaning, sanitizing, and organization of demonstration kitchen, dining room, culinary lab, baking lab and storage areas. The student must follow strict safety and sanitation procedures. More detailed job description available in the financial aid office.

Prerequisites: Ability to effectively and tactfully communicate with students, peers, supervisors, community and industry personnel. Have the ability to perform physical requirements as stated on Job Activity Information Sheet (located in SCC Personnel Office). The student should be currently enrolled in or have successfully completed Basic Culinary (CUL-140) and Sanitation and Safety (Cul 110, Cul 110A) curriculum classes. Follow rules and requirements of SCC, Moore County Health Department, State of North Carolina and the hospitality industry in reference to storage of food and equipment.

DEPARTMENT: COSMETOLOGY DEPARTMENT

Supervisor: Sally Thompson-day program, Kim Wade-evening program
Job Title: Student Assistant
Position Available: 2

Job Description: The following duties are required but not limited to are as follows:

- Filing
- Organizing and/or copying instructional materials
- Purchasing
- Answering the telephone
- The ability to compose correspondence
- Fax documentation
- Run errands for instructors

Prerequisites: Proficiency in basic clerical skills as well as professional telephone manners are needed for this job. Good communication skills are needed for letter writing. The individual should also possess good organization and math skills.

DEPARTMENT: CRIMINAL JUSTICE

Supervisor: Teresa Hall
Job Title: Student Assistant
Position Available: 1

Job Description: The student would assist the staff with typing, word processing, making copies of handouts and materials for class. The student would also run errands and perform other general office duties.

Prerequisites: A need for the student to be dependable and be able to work independently. A student who takes pride in their work and is detail orientated would be the perfect candidate for this position.

DEPARTMENT: DEVELOPMENTAL EDUCATION

Supervisor: Alfreda Stroman
Job Title: Student Assistant
Positions Available: 1

Job Description: General office duties as typing, filing and copying work sheets for classes. Assist other Developmental Faculty as needed in the same capacity. The student will also assist guest who visit the developmental program.

Prerequisites: The student would need basic office skills and a pleasant, friendly personality in order to work with guest speakers.

DEPARTMENT: DEVELOPMENTAL EDUCATION
Supervisor: Karen Clark
Job Title: Student Assistant
Positions Available: 1

Job Description: General office duties as typing, filing and copying work sheets for classes. Assist other Developmental Faculty as needed in the same capacity. The student will also assist guest who visit the developmental program.

Prerequisites: The student would need basic office skills and a pleasant, friendly personality in order to work with guest speakers.

DEPARTMENT: DEVELOPMENTAL EDUCATION
Supervisor: Tarshima Hackett
Job Title: Student Assistant
Positions Available: 1

Job Description: The student must be conscientious, extremely dependable, accountable, and able to maintain confidentiality concerning office matters. The student assistant will also perform a variety of duties that include but are not limited to the following: Word Processing, typing, processing inter-office mail, copying, answering the phone.

Prerequisites: The student must have basic computer and office skills, efficiency in Microsoft Office Programs, solid work ethics, a positive personality, and above average communication skills. Training will be provided as necessary.

DEPARTMENT: OFFICE OF DISABILITY SERVICES
Supervisor: Madie Ash
Job Title: Disability Services Note-Taker
Positions Available: 1

Job Description: To provide lecture notes for disabled students enrolled in classes year round, to include summer semester. Individual is responsible for taking the notes in a special, double take notebook, which includes a printed copy for student and the Disability Services Office. Notes must be neat, clearly printed and detailed as possible to assist the student.

Prerequisites: The individual is required to attend every class meeting for the semester, with the exception of exams or scheduled holidays. Additionally, two extra hours are included to review notes with the student out of the classroom at an agreeable time. Hours may vary, depending upon scheduling. Employee will report to the Office of Disability Services.

DEPARTMENT: DIGITAL MEDIA TECHNOLOGY
Supervisor: Jackie Babb/Wendy Kauffman
Job Title: Student Assistant
Positions Available: 1

Job Description: The duties required, but not limited to, are as follows:

- Filing, run errands for instructor
- Organizing and/or copying instructional materials
- Routine clerical and computer tasks
- The ability to compose correspondence
- Perform routine maintenance in various computer labs

Prerequisites: Proficiency in basic clerical skills as well as professional telephone manners is needed for this job. The student should be trustworthy, dependable, have good communication and organizational skills. The student should also have a basic knowledge of computers. Student will have to be able to work without constant supervision.

DEPARTMENT: ENGINEERING TECHNOLOGIES

Supervisor: Ed Spitler
Job Title: Student/Faculty Assistant
Positions Available: 1

Job Description: The duties required, but not limited to, are as follows: assist in preparing laboratory materials and equipment; assist students with familiarization and operation of equipment and materials within the arch/civil setting; assist instructors in and outside of laboratory/classroom situations; maintain drafting room through repair and preventative maintenance.

Prerequisites: A dependable student who is able to work independently. Civil Engineering Technology, Architectural or Surveying student, preferred but not necessary, will train.

DEPARTMENT: ESTHETICS

Supervisor: Sally Thompson
Instructor: Robin Curlee
Position Available: 1

Job Description: The following duties are required but not limited to are as follows:

Filing
Organizing and/or copying instructional materials
Purchasing
Answering the telephone
The ability to compose correspondence
Fax documentation
Run errands for instructors

Prerequisites: Proficiency in basic clerical skills as well as professional telephone manners are needed for this job. Good communication skills are needed for letter writing. The individual should also possess good organization and math skills.

DEPARTMENT: FINANCIAL AID

Supervisor: Teresa Taylor
Job Title: Student Assistant
Positions Available: 2

Job Description: The student will aid in administrative functions and general office duties, such as filing, scanning, duplicating, typing, preparing student folders, answering the phone and running errands. The student must be conscientious, extremely dependable, and able to maintain confidentiality concerning office matters.

Prerequisites: Word-processing skills, attention to detail, and above average communication skills are necessary. Training will be provided as necessary.

DEPARTMENT: FINE ARTS

Supervisor: Cliff Stuckey
Job Title: Student Assistant
Positions Available: 1

Job Description: The student will assist the art instructors with some routine clerical tasks such as copying and filing. The student will also work to scan photographic slides into a data bank to be cataloged for the art history class. The student will be instructed in the proper use of the scanning and computer equipment.

Prerequisites: The student should have a fundamental understanding of the operation of computer equipment. The student should be detail-oriented and be able to work independently when necessary. Good English language and computer skills are desirable. A cheerful personality is essential.

DEPARTMENT: HOKE CENTER
Supervisor: Anna McPhatter
Job Title: Student Assistant
Positions Available: 2

Job Description: The student will be responsible for answering inquiries and obtaining information for the general public. Duties also include filling in as receptionist in the absence of the Hoke County Center's secretary/receptionist, make copies, sending faxes and assembling materials for the classroom when needed. Student may be asked to assist instructors when appropriate and arrange appointments and also collect and distribute mail and messages.

Prerequisites: Proficiency in basic clerical skills and possess good communication skills and a willingness to do a variety of duties in a cheerful manner.

DEPARTMENT: HOSPITALITY AND CULINARY ARTS
Supervisor: Ted Oelfke
Job Title: Hospitality Stewarding Assistant
Positions Available: 2

Job Description: To assist hospitality and culinary students and instructors in our Little Hall facility. The job will consist of the organizing and cleaning of dishes, floors, walls, dining room, storage areas, equipment and working with cleaning chemicals and overall sanitation of our facility. The job will also entail working a cash register, point of sale system, and assisting with various hospitality functions which could include waiting tables.

Prerequisites: Completion of CUL 110 Sanitation and Safety to include proper instruction on Material Safety Data Sheets as required by O.S. H. A.

DEPARTMENT: HUMANITIES AND SOCIAL SCIENCES
Supervisor: Bob Baker
Job Title: Student Faculty Assistant
Positions Available: 1

Job Description 1: The student will assist in exam preparation, grading, and related duties. Student will also monitor lab, helping students with computer/copier needs.

Prerequisites: Proficiency in basic clerical skills and good organizational skills. Confidentiality a must.

DEPARTMENT: HUMANITIES AND SOCIAL SCIENCES
Supervisor: Bob Baker
Job Title: Student Lab Assistant
Positions Available: 2

Job Description 2: Assist in Social Science Labs. Student will also assist faculty/staff in computer related projects.

Prerequisites: Basic knowledge of computers and word processing. The student lab assistant must have the ability to assist students/staff with a variety of computer usage questions.

DEPARTMENT: HUMANITIES AND SOCIAL SCIENCES
Supervisor: Pam Bradley
Job Title: Clerical Assistant
Positions Available: 1

Job Description: The student would assist the staff with word processing, making copies, filing, running errands, and perform other general office duties.

Prerequisites: The student will need to be mature, highly reliable, and detail oriented. Professional telephone manners and writing skills are needed. The student must enjoy multi-tasking and a fast paced work environment.

DEPARTMENT: INFORMATION SYSTEMS

Supervisor: Billy Barber
Job Title: PC Support Assistant
Positions Available: 1

Job Description: The PC Support Assistant will perform PC maintenance tasks as directed by the PC support staff of the Information Services Department. These tasks include, but are not limited to, assisting the Computer Support Specialist in executing the IS Preventive Maintenance Plan for PC's and printers. This includes performing recurring computer lab checks for error conditions and hardware and software tuning that can help the computers run more efficiently and keep minor issues from developing into major problems. Other tasks include wiping data from hard disks that need to be disposed of or reused. Some minor upgrade and repair of PCs on the workbench and deployment of preconfigured operating system and application disk images may also be required, along with any other duties that may be assigned by the Systems Services Coordinator and/or the Director of Information Services.

Prerequisites: Student must be trustworthy, dependable and have a solid understanding of computers and peripherals.

DEPARTMENT: JOB PLACEMENT

Supervisor: Gwen Russell
Job Title: Student Assistant
Position Available: 2

Job Description: The student will assist the supervisor with various tasks related to job placement and career services. Process job notices, distributing them to the appropriate departments and register students in our job database; maintain the internet based job database and campus bulletin boards; refer job leads to students and alumni. The student assistant will also generate reports for job placement services, and will assist with follow-up of job referrals. Also, they will assist students and visitors to the career center, with career exploration and job search, utilizing the career center resources.

SKILLS: taking phone messages, scheduling appointments, typing correspondence, data entry, filing, good communication skills – written and verbal; spreadsheets and desk-top-publishing. This position will provide the opportunity to develop a variety of office skills including, customer service, organization, desk-top publishing and experience in all MS Office Suite applications.

Prerequisites: Good typing skills (accurate), knowledge of Word Processing, spread sheets, and database programs. Must have a pleasant phone demeanor, be detail oriented, well organized and have the ability to work well with students, faculty and employers. The applicant must be dependable and able to work their designated schedule.

DEPARTMENT: LANDSCAPE GARDENING, ALLIED HEALTH, AUTOMOTIVE-AUTOBODY

Supervisor: Patricia Mabe
Job Title: Clerical Assistant
Position Available: 1

Job Description: Must be able to operate Microsoft Office Word 2007 – Windows XP-Excel 2007 with minimal errors, and perform general clerical duties in an office setting, filing, mailings, etc. The student must be dependable.

Prerequisites: Must be keyboard efficient, be able to answer phone and take messages. The student should be able to meet with public/visitors in the gardens.

DEPARTMENT: LEARNING RESOURCE CENTER

Supervisor: Judy Hines
Job Title: Student Assistant
Positions Available: 2

Job Description: The LRC work-study student will be expected to monitor a check-in computer to assure all students are checking in and out of the LRC. The student may occasionally be responsible for answering the LRC phone, taking messages, and forwarding calls.

Prerequisites: A willingness to use work time to learn and expand one's knowledge. This is a service-oriented position; the individual needs to be cheerful, positive and polite. Hours are 8:00 am – 9:00 pm.

DEPARTMENT: LIBRARY
Supervisor: Brenda Quick
Job Title: Student Assistant
Positions Available: 2

Job Description: Students will assist in a variety of library tasks such as shelving books, filing, and shelving Periodicals, packing and/or unpacking books, working at the Circulation Desk, or other duties as needed.

Monday through Friday, daytime hours are preferred (one position may be possible in the evening).

Prerequisites: Students interested in positions in the library should be reliable and responsible, have the ability to interact courteously with the public and conduct themselves in a business-like manner. The preferred dress is business casual. The student should be detail oriented and possess strong filing skills, basic computer skills, an average typing ability, and after training demonstrate good initiative in completing tasks.

DEPARTMENT: MANAGEMENT & BUSINESS TECHNOLOGIES
Supervisor: Pamela West
Job Title: Faculty Assistant
Positions Available: 1

Job Description: Student will be responsible for filing student's work for Keyboarding, Text Entry, and Formatting. Also, the student will assist Susan Bowness and Carol Lucas with clerical duties such as typing test and course syllabi. The student worker will also assist in checking lessons on students' disk to assure that they have completed all lessons and also typing and proofreading resumes for the Graduate Resume Booklet. The student will also assist in some general housekeeping duties for the office.

Prerequisites: Confidentiality is necessary due to the sensitive nature of student documentation handled. Typing, filing, and proofreading abilities are necessary.

DEPARTMENT: MANAGEMENT & BUSINESS TECHNOLOGIES
Supervisor: Mary Dixon
Job Title: Student Assistant
Position Available: 2

Job Description: The student would be responsible for internet research, creating presentation materials for classroom use, grading student work, checking and validating student work in Stock Market Game, gathering supplies and other resources needed.

Prerequisites: Student must be familiar with the internet. Also, Microsoft programs including Powerpoint, Excel and Blackboard. The student must have excellent academic standing.

DEPARTMENT: MANAGEMENT & BUSINESS TECHNOLOGIES
Supervisor: Toney Ratliff
Job Title: Student Assistant
Position Available: 1

Job Description: The student will assist in the Business Technologies Department with general office duties to include but not limited to: grading test, making copies, data entry, answering the telephone, and assisting with mailings.

Prerequisites: The student should be trustworthy, dependable and have a basic knowledge of computers.

DEPARTMENT: MATH DEPARTMENT
Supervisor:
Job Title: Student Assistant
Positions Available: 1

Job Description 1: Student acts as an assistant to the entire math faculty and some of the business faculty. This student is in charge of having educational materials copied and arranged in a timely manner. The student does most of the filing and organizing of routine paperwork for department members. Additional duties are keeping faculty supplied with supplies from the workroom, some general housekeeping in the classrooms, running errands and making occasional phone calls. The student grades some papers and keeps some attendance records.

DEPARTMENT: MATH DEPARTMENT CONTINUED

Prerequisites: This job requires a special person. He/she must be able to handle confidential records with very little supervision. Faculty members depend on this student and do not have time to redo or undo at the last minute. The ability to work accurately is of course important, but we feel that dependability is the number one requirement for this job.

DEPARTMENT: MEDICAL LAB TECHNOLOGY

Supervisor: Cheryl McCormick
Job Title: Student Assistant
Positions Available: 1

Job Description: Job duties will include (but not be limited to): Filing, errands, lab setup and clean up, clerical and computer tasks, making copies, preparation of handouts and class materials.

Prerequisites: Trustworthy, dependable, have knowledge of computers, reliable transportation, willing to learn new tasks and work independently.

DEPARTMENT: MUSIC DEPARTMENT

Supervisor: Tim Haley
Job Title: Student Assistant
Positions Available: 1

Job Description: Student will file music, photocopy, answer phone and supervise music lab.

Prerequisites: Typing, good communication skill.

DEPARTMENT: NETWORKING-INFORMATION SYSTEMS

Supervisor:
Job Title: Departmental Technical Assistant
Positions Available: 1

Job Description: The student will assist the Coordinators in the Department with various technical and clerical duties including software/hardware maintenance, basic supervised network/system administration and clerical duties.

Prerequisites: Enrolled in a computer or engineering program.

DEPARTMENT: NURSING/NAI/NAII

Supervisor: Dorothy Bement
Job Title: Student Assistant
Positions Available: 1

Job Description: The student will assist in the organization of past, present and future student's data in hard and soft access as mandated by the state Board of Nursing.

Prerequisites: Computer and general clerical experience.

DEPARTMENT: PHYSICAL EDUCATION

Supervisor: Carol Pate & Rick Oelfke
Job Title: Student Assistant in the Gymnasium and Fitness Center
Positions Available: 1

Job Description: Supervise workouts, orient others on equipment use, willingness to clean, sweep, pick up trash, dust, clean equipment and perform basic computer skills.

Prerequisites: The student should be CPR certified and have knowledge of workout equipment. Also, have an outgoing personality and confident to handle any disagreement that might occur during sporting events. The student should also have tournament experience and knowledge of setting up of athletic equipment.

DEPARTMENT: PHYSICAL PLANT

Supervisor: Andy Thompson
Job Title: Student Helper-Groundskeeper
Positions Available: 2

Job Description: The work-study student would work with Andy Thompson on grounds clean-up and maintenance. Pick up trash on grounds, around buildings, and in parking lots. Pull weeds in landscaped areas and pick-up pine cones

DEPARTMENT: PHYSICAL PLANT CONTINUED

across campus. Also, other general light ground keeping tasks as requested by Andy Thompson, supervisor.

Prerequisites: Dependability and a willingness to work outside. If the student helper has an interest in horticulture it will be a plus.

DEPARTMENT: OFFICE OF PLANNING AND RESEARCH

Supervisor: Kimberly Blue, Research Associate
Job Title: Administrative Student Assistant
Positions Available: 1

Job Description: The student will assist the Office of Planning and Research in supporting planning and research efforts. The student will be responsible for calculating statistical information, data-entry work into spreadsheets, and tables, assisting with mass mailings, and copying and preparing information and materials distributed by the Office of Planning and Research. Deliveries and pick-ups on-campus will also be included in job duties.

Prerequisites: A mature individual with good organizational and computer skills. Prefer students who can operate in Excel spreadsheets and utilize versions of Microsoft Word Tables.

DEPARTMENT: PRACTICAL NURSING DEPARTMENT

Supervisor: Star Mitchell
Job Title: Student Assistant
Positions Available: 1

Job Description: The student will assist the faculty in preparing handouts and making copies of her materials for class. Assist with correction of homework assignments, exams and quizzes, filing and organization of paperwork. Run errands on campus as they arise.

Prerequisites: Dependable, trustworthy, accurate and familiar with word processing.

DEPARTMENT: RECRUITING

Supervisor: DJ Farmer, Tricia Donadio
Job Title: Student Assistant
Positions Available: 1

Job Description: To assist the office staff in executing duties and responsibilities of the Recruiting Office. Duties may include, but are not limited to:

- Filing and copying
 - Assist with mailings
 - Answer telephone, greet students
 - General office duties as directed
- The student may also be asked to provide assistance to other areas of Admissions.

Prerequisites: Proficiency in basic clerical skills, as well as professional telephone manners, neat appearance, accurate typing, and good organizational skills.

DEPARTMENT: REGISTRAR'S OFFICE

Supervisors: Phyllis Dowdy
Job Title: Clerical Assistant
Positions Available: 2

Job Description: The student will process incoming transcripts (look up codes, enter into computer, type letters, and make copies. Provide technical assistance to the students, faculty and staff. Provide clerical assistance to the registrar. File setup (purge, merge and label folders)
Enter transfer credits into computer. Rosters: attendance, grade, grade verification, and 10% (separate, attach memos, and mail). Separate grade mailers for mailing. Filing (letters, etc. in the vault, add/drop forms, transcript requests, and reply cards). Also, other duties as assigned.

Prerequisites: Confidentiality is necessary due to the sensitive nature of data handled. Trustworthiness, dependability, and a positive attitude are a must. Accurate typing, filing and proofreading abilities are necessary. Training and orientation will be provided.

DEPARTMENT: RESORT AND SPA MANAGEMENT

Supervisor: Teddy Oelfke
Job Title: Student Assistant
Positions Available: 1

Job Description: Assist instructor and students in computer lab experience. Assist in preparing and grading tests, duplicate and create handouts, perform routine clerical and computer tasks. The student will also assist in dining room set-up.

Prerequisites: Prior Microsoft Office experience a must. The student should be trustworthy and dependable.
Confidentiality a must.

DEPARTMENT: SCIENCE

Supervisor: Donna Criscoe
Job Title: Laboratory Technician
Position Available: 1

Job Description: The laboratory technician will be responsible for cleaning glassware, cleaning the chemistry lab and helping maintain the chemistry stockroom. In addition, the laboratory technician may be asked to photocopy materials.

Prerequisites: Student should be organized, responsible and able to work independently.

DEPARTMENT: SMALL BUSINESS CENTER

Supervisor: Marilyn Neely
Job Title: Student Assistant
Position Available: 1

Job Description: Student will assist the Small Business Director in filing, duplicating information & preparing packets to mail, shelving/cataloguing books and materials, answering the telephone and database entry using Access.

Prerequisites: A dependable and trustworthy student who is able to follow directions and work on their own. Computer expertise is necessary to maintain databases. Friendly personality is required to work with people coming into the center.

DEPARTMENT: SOCIOLOGY

Supervisor: Professor Bobby Allen
Job Title: Teacher Assistant
Positions Available: 1

Job Description: The student will develop Sociology activities for each of the 14 chapters in Introduction to Sociology. These activities will be based on learning objectives for each chapter. In addition, general office duties that include filing, proofreading, making copies, etc.

Prerequisites: Introduction to Sociology with at least a "B". Students must have a very good knowledge of Sociological Principles. Also, student must be dependable, work under very little supervision, and be able to perform general clerical duties that include data entry.

DEPARTMENT: STUDENT SERVICES

Supervisor: Kellie Shoemake
Job Title: Student Assistant/Receptionist
Positions Available: 1

Job Description: Duties include but are not limited to:
Answering and directing incoming telephone calls.
Greeting and assisting current and prospective students.
Setting appointments for counselors.
Assisting with mailings and filing.

The student would also provide assistance to other area of the Admissions Office.

Prerequisites: A neat appearance along with a pleasant, distinct phone voice is required. The student must be able to greet people in a pleasant and friendly manner, be dependable and on time.

DEPARTMENT: STUDENT SUPPORT SERVICES GRANT

Supervisor: Seth Buchanan
Job Title: Student Assistant
Position Available: 1

Job Description: The student will assist project staff in preparing handouts and materials for students and maintaining program files. The job will include filing and mailing information to project participants as well as assisting with project activities. Students are required to sign a statement of confidentiality because they will have access to participants' personal information.

Prerequisites: The student will need typing and basic clerical skills and the ability to work independently, taking the initiative to get the job done.

DEPARTMENT: SWITCHBOARD

Supervisor: Regina Ritter
Job Title: Student Assistant
Position Available: 1

Job Description: The student assistant would supply relief for the switchboard, also help with parking permits, violations, filing and other general office duties.

Prerequisites: The student must have a pleasant personality and the ability to meet new people. As the switchboard may get very busy at times the person must be able to handle the stress associated with such a position. Filing, office skills and being dependable are all very important.

DEPARTMENT: THERAPEUTIC MASSAGE

Supervisor: Samantha Allen
Job Title: Student Assistant
Position Available: 1

Job Description: Faculty member needs assistance with filing, photo copying.

Prerequisites: The student must be able to work independently and have basic secretarial skills. Hours are Monday – Thursday 12-2 and Friday 10-2, can be flexible.

DEPARTMENT: TURFGRASS MANAGEMENT

Supervisor: Michael Ventola
Job Title: Turfgrass Office Clerical
Positions Available: 1

Job Description: The student will organize the turfgrass office and do light computer work. Student may be required to watch some plants for a short time, and make some phone calls.

Prerequisites: Student should be organized, responsible, and able to work independently.

DEPARTMENT: TUTORING CENTER

Supervisor: Nancy S. Heilman
Job Title: Tutoring Center Assistant
Position Available: 1

Job Description: Student will be responsible for monitoring the Tutoring Center during the hours of 11:00-1:00 p.m. and 4:00-7:00 p.m. The student will answer the phone, do general clerical duties and monitor the Center by accepting applications and helping students who are working independently.

Prerequisites: This job requires a personable person who has some computer skills.

Job Title: Peer Tutor
Positions Available: 3

Job Description: Student will be responsible for tutoring one-to-two students in a subject area for which they are familiar. The student has to be recommended by an instructor and be willing to tutor another student a minimum of two hours per week.

Prerequisites: Recommendations by instructor. Had the course and received no less than a B. Minimum GPA 3.0.

