

2023-24 WORK-STUDY POSITIONS

**PLEASE DO NOT USE THIS FILE TO APPLY FOR WORK-STUDY POSITIONS. ALL
OPEN POSITIONS ARE POSTED ON THE WORK-STUDY OPENINGS PAGE.**

Athletic Department Work-Study**Hours Per Week: 10****Number of Open Positions: 1****Job Summary**

The athletic department work study will be responsible for assisting with all game day events on campus. Many duties with this position will occur in the evenings and on weekends. This would be the ideal job for someone who loves sports and wants to get involved.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Assist with gathering information for compliance
- Prepare social media announcements
- Upload articles and pictures to website
- Help set up for home games
- Assist with streaming games
- Sell tickets and concessions

Minimum Qualifications

- Commitment to core value of helpfulness
- Excellent verbal and communication skills
- Willingness to learn processes that are necessary to running a high level NJCAA athletic department

Preferred Qualifications

- Familiar with social media
- Understanding of basketball and volleyball
- Desire to work in athletics

Working Conditions

Considerable time is spent standing/walking.

This position reports to:

Ryan Riggan, Dempsey 232
3395 Airport Rd
Pinehurst, NC 28374

Basketball assistant**Hours Per Week: 5****Number of Open Positions: 2****Job Summary**

The primary goal of this position is to aid and support the basketball and volleyball teams. The basketball assistant will perform duties at home volleyball games such as being a line judge, keeping score, and other duties that may arise. For basketball, the student would primarily focus on doing team laundry daily and minor locker-room cleanup. This student will be expected to learn general rules for volleyball and how to operate a score clock, washing machine, etc. The ideal candidate would be a current member of the basketball team.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Line judge for volleyball games
- Laundry duty for basketball team
- any other responsibilities that come up for the basketball team
- Any other responsibilities that come up for beach volleyball

Minimum Qualifications

- Commitment to core value of helpfulness
- Strong organizational skills
- Excellent verbal and communication skills
- Ability to maintain integrity in adverse situations

Preferred Qualifications

- Knowledge of sports

Working Conditions

Considerable time is spent in the gym at Sandhills.

This position reports to:

Michael Apple, Dempsey Hall 107
3395 Airport Rd
Pinehurst, NC 28374

Boys and Girls Program Leader**Hours Per Week: 10****Number of Open Positions: 1****Job Summary**

The Program Aide/Youth Development Professional plans, implements and supervises members, and evaluates activities and outcomes within a specific program area, supporting our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship.

Must be available to work Monday-Friday from 2-6 PM.

Must be able to complete First Aid/CPR training.

Primary Duties**Prepare Youth for Success**

- Create an environment that facilitates the achievement of Youth Development Outcomes
- Promote and stimulate program participation, especially for teens
- Register new members and participate in their Club orientation process
- Provide guidance and role modeling to members
- Effectively implement and administer programs, services and activities for drop-in members and visitors.
- Monitor and evaluate programs, services and activities to ensure Club and child safety, quality programs and good appearance of the branch at all times. Track and assess outcomes through periodic activity reports.

Minimum Qualifications

- High school diploma or GED
- Experience in working with children
- Knowledge of youth development
- Ability to motivate youth and manage behavior problems
- Ability to deal with the general public
- Ability to plan and implement quality programs for youth
- Ability to organize and supervise members in a safe environment
- Valid State Driver's License

This position reports to:

Edith Ann Jackson

Sandhills Boys and Girls Club

Business Lab Assistant/Tutor**Hours Per Week: 12****Number of Open Positions: 1****Job Summary**

The primary goal of this position is to aid and support students in the business lab. This person will ensure that each student signs into the lab. They will answer general computer questions such as signing into Moodle and getting courses registered in Cengage. Second year business students who have completed ACC 120, ACC 149, and ACC 150 are preferred. This person will be in the business computer lab and be the contact for students who utilize the lab.

Primary Duties:

- Assist students with basic computer sign on and registration questions
- Assist students with tutoring of courses within the business department
- Ensures that each student signs into the lab
- Keep lab sanitized and clean

Minimum Qualifications

- Ability to work with other students
- Excellent verbal and written communication skills
- Computer literacy
- Ability to maintain confidentiality

Preferred Qualifications

- Second year business students who have completed ACC 120, ACC 149, and ACC 150 are preferred.

Working Conditions

Considerable time is spent at a desk using a computer terminal

This position reports to:

Jackie Boreliz, Meyer Hall 106
3395 Airport Rd
Pinehurst, NC 28374

CoLaS Lab Assistant**Hours Per Week: 10****Number of Open Positions: 1****Job Summary**

The primary goal of this position is to aid and support the skills lab and simulation faculty in the nursing department. The assistant will maintain orderliness and cleanliness of the nursing labs and assist faculty with setup and breakdown of lab activities. The ideal candidate would have strong organizational skills, attention to detail, and the ability to work independently.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties

- Set up activity stations and simulation environment
- Take down and clean up equipment after activities are completed
- Maintain cleanliness of manikins, rooms, and equipment
- Maintain orderliness and neatness of supply areas
- Administrative duties including word processing, duplication, scanning, etc.

Minimum Qualifications

- Commitment to core value of helpfulness
- Strong organizational skills
- Excellent verbal and written communication skills
- Computer literacy
- Ability to maintain confidentiality

Preferred Qualifications

Creative thinker and problem solver

Working Conditions

Office and lab environment which requires walking and standing, moving equipment, bending, and reaching.

This position reports to:

Karen Jilot-Elick, Foundation 1017

3395 Airport Rd

Pinehurst, NC 28374

Culinary Assistant**Hours Per Week: 8****Open Positions: 1****Job Summary**

The primary goal for this position is to aid and support the Culinary & Pastry Arts Department. The student will be responsible for cleaning and organizing the kitchen. The student would be expected to help maintain our high standards of sanitation in the kitchen. The ideal candidate would have strong organizational skills to help with receiving and storage of supplies. This student would also need to have a strong understanding of sanitation and safety in the kitchen.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Receiving and putting away dishes
- Organization of all food and janitorial storage
- Restock supplies
- Food prep/packaging
- Washing dishes
- Other duties as assigned

Minimum Qualifications

- Commitment to core value of helpfulness
- Strong organizational skills
- Excellent verbal and written communication skills
- Must be able to lift 50lbs
- Ability to maintain confidentiality

Working Conditions

Must be able to work consecutive hours standing.

This position reports to:

Erin Durkee, Little 105
3395 Airport Rd
Pinehurst, NC 28374

Diversity, Equity, and Inclusion (DEI)**Hours Per Week: 8****Number of Open Positions: 1****Job Summary**

The primary goal of this position is to aid and support the value of belonging, by assisting the Dean of Campus Diversity and Cultural Programming. The DEI Assistant will provide customer service to students over the phone, in person, and through email. This student will serve as a student representative on the campus diversity committee and will be responsible for taking notes and uploading meeting minutes. This student will also assist with programs/events and DEI marketing.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Answering incoming calls and emails
- Assist with and create monthly newsletter for campus DEI awareness, initiatives, and upcoming events
- Assist with event preparation and setup
- Assist with the creation and advertisement of DEI marketing materials
- Serve as a liaison between DEI office and the Student Government Association (SGA)

Minimum Qualifications

- Commitment to core value of helpfulness
- Commitment to creating a campus with belonging at the center
- Strong organizational skills
- Excellent verbal and written communication skills
- Computer literacy
- Ability to maintain confidentiality

Preferred Qualifications

- Clerical experience

Working Conditions

Considerable time is spent at a desk using a computer terminal and will be required to lift 5-10lbs.

This position reports to:

Shenika Ward, Dempsey 222
3395 Airport Rd
Pinehurst, NC 28374

HR Automation Specialist**Hours Per Week: 6****Open Positions: 1****Job Summary**

The primary goal for this position is to support the digital transformation of a paperless office. The student will provide customer service to employees over the phone, in person, and through email when necessary. The ideal candidate would have strong organizational skills top help with filing and scanning.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Answering incoming calls, emails and assist HR staff with engagement when needed
- Digitize records, prepare files, scan, and preform quality control checks.

Minimum Qualifications

- Commitment to core value of helpfulness
- Strong organizational skills
- Excellent verbal and written communication skills
- Computer literacy in word, excel, and PowerPoint
- Ability to maintain confidentiality

Preferred Qualifications

- Clerical Experience

Working Conditions

Considerable time is spent at a desk using a computer. Will need to lift items ranging from 5-20lbs.

This position reports to:

Chreatha Alston, Stone 226
3395 Airport Rd
Pinehurst, NC 28374

Indoor/Beach Volleyball Student Assistant**Hours Per Week: 10****Open Positions: 1****Job Summary**

The primary goal of this position is to aid and support the Volleyball Coach. The Volleyball Student Assistant will help with various jobs such as laundry, computer work, filing, printing, scanning, etc. The ideal candidate will be a member of the Women's Volleyball Team or someone that has High School playing experience. Must be able to work independently.

*Volleyball pre-season starts August 1st and runs year round

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Washing uniforms, drying, and putting back up in locker room
- Inputting stats through NJCAA
- Posting articles and pictures on the sec Flyers Website
- Inputting camp information through Excel
- Putting video on Hudl for breakdown
- Working all home basketball games (nights and weekends)
- Helping with special events (banquet, pink out, tournaments, etc)

Minimum Qualifications

- Commitment to our Athletic Core Values: Respect, Integrity, Service, and Excellence
- Strong organizational skills
- Excellent verbal and written communication skills
- Computer literacy in word, excel, and PowerPoint
- Ability to maintain confidentiality

Preferred Qualifications

- College Volleyball Player

Working Conditions

Considerable time is spent at a desk using a computer. Will need to lift items ranging from 5-20lbs.

This position reports to:

Alicia Riggan, Dempsey 114
3395 Airport Rd
Pinehurst, NC 28374

ITS Analyst Work-Study**Hours Per Week: 10****Number of Open Positions: 1****Job Summary**

The primary goal of this position is to provide technical support to Faculty and staff as well as support of campus computer labs.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties

- Repairs and maintains institutional computers and peripherals
- Supports, installs, and upgrades hardware
- Supports, installs, and upgrades software using various installation media and network deployment tools used for imaging, remote management, and install packages
- Assists with implementation and upgrading images
- Assists with maintenance and management of PCs, Laptops, and other computing devices
- Assists other IT analyst team members

Minimum Qualifications

- Be a student seeking an Associate Degree in an Informational Technology field
- Strong organizational skills and ability to multi-task
- Ability to work independently
- Extensive knowledge of standard software applications
- Ability to maintain confidentiality
- Commitment to core value of helpfulness

Preferred Qualifications

- One year of IT experience
- Knowledge of personal computers and troubleshooting

This position reports to:

Rod Brower, Stone 204C

3395 Airport Rd

Pinehurst, NC 28374

ITS Assistant**Hours Per Week: 12****Number of Open Positions: 1****Job Summary**

The primary goal of this position is to aid and support the Information Technology Services department. Make weekly rounds of approximately 60 labs checking working status of all PC's and printers. Duties can include checking class schedules to see when labs are available to work in and performing routine maintenance in various labs. The ideal candidate would have strong organizational skills to help with filing and scanning.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties

- Monitor computers, laptops, and printers in labs for any programs and reporting problems to PC techs
- Enter repairable items into Help Desk and do various repairs as needed
- Maintain log of lab maintenance and post in Teams
- Routine clerical and computer tasks
- Lab checks to maintain computers

Minimum Qualifications

- Commitment to core value of helpfulness
- Strong organizational skills
- Excellent verbal and written communication skills
- Computer literacy
- Ability to maintain confidentiality

Preferred Qualifications**Computer Skills****This position reports to:**

Julian Carrington, Stone 201
3395 Airport Rd
Pinehurst, NC 28374

Library Circulation Assistant
Hours Per Week: 8
Number of Open Positions: 1

Job Summary

The primary goal of this position is to aid and support circulation desk activities in the library. The student will primarily perform shelving of books and other library materials. This student would be expected to learn the Library of Congress Classification shelving scheme and how to use the Library Management System to successfully perform patron functions. The ideal candidate would have a skill set that includes technical competency, attention to detail, and the ability to work independently.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties

- Shelf library books in accordance with the Library of Congress Classification System.
- Straighten books on the library shelving and perform shelf reading as needed.
- Create library circulation records and check in/check out library materials.
- Assist Archivist with scanning materials for digital preservation as needed.

Minimum Qualifications

- Commitment to core value of helpfulness
- Physical ability to bend and reach while shelving books and pushing loaded book carts.
- Aptitude for learning computer-based library applications and use of associated equipment.
- Capacity to maintain confidentiality involving library patron usage patterns.

Preferred Qualifications

Customer Service Experience

Working Conditions

Considerable time is spent shelving books and other library materials.

This position reports to:

Carl Danis, Boyd Library 107
3395 Airport Rd
Pinehurst, NC 28374

Reading/Math Tutor at Sandhills Farm Life Elementary (Community Service)

Hours Per Week: 8

Number of Open Positions: 1

This position is housed at Sandhills Farm Life. All students applying for this job must complete the [Moore County Schools Volunteer Form](#) and attach a screenshot of the completed form to their work-study application.

Job Summary

Under the direction of classroom teaching staff, the student assist with developing and providing early literacy activities to children at Sandhills Farm Life. The work-study student will also act to enhance self-esteem and confidence in the student through encouragement and positive reinforcement. The work-study student will also work to build a positive and supportive relationship that will engage and motivate students to work towards improvement of ability and effort in reading and literacy activities along with math skills.

General Qualifications

Patience and enthusiasm. Ability to effectively communicate sensitivity, respect, and understanding of the needs of underachieving students. Ability to establish and maintain a trusting and positive working relationship with students. Accepting of people from different cultures, backgrounds, and ages. Commitment to bettering lives through education.

Preferred Qualifications:

Be student from the Teacher Preparation or Early Childhood Education Program.

Records and Registration Assistant**Hours Per Week: 10****Number of Open Positions: 1****Job Summary**

The primary goal of this position is to aid and support the Office of Records and Registration. The student will provide excellent customer service to students over the phone and in person. This student would be expected to learn general information regarding transcript orders, requests for transfer equivalency reports, and steps towards graduation. Students will have knowledge on how to assist others with completing eForms. The ideal candidate would have strong organizational skills to help with filing and scanning and would be able to work independently to help cover the front desk associate when needed.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties

- Answer incoming calls and assist visitors at the front desk.
- Assist students with completion of eForms and Self-Service questions.
- Assist with printing and filing evaluations for graduation applications and reverse transfer candidates.
- Assist with ensuring eFiles were correctly scanned and scan new documents as needed.

Minimum Qualifications

- Commitment to core value of helpfulness
- Strong organizational skills
- Excellent verbal and written communication skills
- Computer literacy
- Ability to maintain confidentiality

Preferred Qualifications

Clerical experience/customer service

Working Conditions

Considerable time is spent at a desk using a computer.

This position reports to:

Jean Blue, Stone 119
3395 Airport Rd
Pinehurst, NC 28374

Russell Fitness Center- Afternoon Availability**Hours Per Week: 10****Number of Open Positions: 1****Job Summary**

The Russell Fitness Center (RFC) Assistant will be responsible for consistent monitoring of the RFC, proper check-in/check-out, and helping maintain the safety and cleanliness of the RFC. This student will also maintain and update the bulletin board outside the RFC. The ideal student should be organized, dependable, and personable. Morning availability is preferred (1pm-5pm).

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Perform proper student check-in/check-out in the RFC using Engage Software
- Maintain safety in the RFC such as assisting as a spotter, explaining how to use equipment, etc.)
- Monitor student conduct
- Maintain a clean and orderly environment such as periodically sweeping and wiping down machines
- Report any supply/equipment needs or student conduct issues to Student Recreation
- Assist Student Recreation when there are large campus events

Minimum Qualifications

- Commitment to core value of helpfulness
- Excellent verbal and written communication skills

Preferred Qualifications

General understanding of how equipment in the gym works.

This position reports to:

Ryan Riggan, Dempsey 232
3395 Airport Rd
Pinehurst, NC 28374

Russell Fitness Center- Morning Availability**Hours Per Week: 10****Number of Open Positions: 1****Job Summary**

The Russell Fitness Center (RFC) Assistant will be responsible for consistent monitoring of the RFC, proper check-in/check-out, and helping maintain the safety and cleanliness of the RFC. This student will also maintain and update the bulletin board outside the RFC. The ideal student should be organized, dependable, and personable. Morning availability is preferred (8am-11am).

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Perform proper student check-in/check-out in the RFC using Engage Software
- Maintain safety in the RFC such as assisting as a spotter, explaining how to use equipment, etc.)
- Monitor student conduct
- Maintain a clean and orderly environment such as periodically sweeping and wiping down machines
- Report any supply/equipment needs or student conduct issues to Student Recreation
- Assist Student Recreation when there are large campus events

Minimum Qualifications

- Commitment to core value of helpfulness
- Excellent verbal and written communication skills

Preferred Qualifications

General understanding of how equipment in the gym works.

This position reports to:

Ryan Riggan, Dempsey 232
3395 Airport Rd
Pinehurst, NC 28374

Sandhills Promise/Scholarships/Recruitment**Hours Per Week: 10****Number of Open Positions: 1****Job Summary**

The primary goal of this position is to aid and support the Office of Sandhills Promise/Scholarship/Recruitment office. This student will provide customer service to students over the phone, in person, and through email. The student will be expected to learn general information regarding SCC Scholarships and Sandhills Promise. The ideal candidate would have strong organizational skills to help with keeping recruiting materials sorted, while also being able to file and scan for Sandhills Promise/Scholarships. They would also be able to work independently during peak times for our office, including assistance with campus tours.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties

- Answer incoming calls, texts, and emails during peak times
- Oversee organization of vault to make sure recruiting materials are stocked
- Assist with electronic scanning/intake for Sandhills Promise/scholarships
- Work with recruiter on iPads to keep up with student intake forms
- Assist with campus tours

Minimum Qualifications

- Commitment to core value of helpfulness
- Strong organizational skills
- Excellent verbal and written communication skills
- Computer literacy
- Ability to maintain confidentiality

Preferred Qualifications

Outgoing personality

This position reports to:

Rachael Mashburn, Stone 112

3395 Airport Rd

Pinehurst, NC 28374

Social Sciences Assistant**Hours Per Week: 8****Number of Open Positions: 1****Job Summary**

The primary goal of this position is to aid and support the Social Behavioral Services and Public Services in clerical/administrative support duties. The Assistant will report to the Faculty Secretary and provide support as delegated. The student will have duties including scanning, making copies, filing, organizing, inventory of supplies, etc.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties

- Maintain inventory of mail room supplies, classroom needs and supplies
- Maintain inventory of faculty DVD's and check-out/check-in process
- Distribution of flyers or documents as requested
- Assist students and faculty with laminating projects
- Scanning or making document copies as needed
- Support faculty/staff with small clerical tasks/projects as needed

Minimum Qualifications

- Commitment to core value of helpfulness
- Strong organizational skills
- Excellent verbal and written communication skills
- Computer literacy
- Ability to maintain confidentiality

Preferred Qualifications

Clerical experience

This position reports to:

Nichole Stiff, Van Dusen 222
3395 Airport Rd
Pinehurst, NC 28374

Speaking Lab Tutor**Hours Per Week: 10****Number of Open Positions: 1****Job Summary**

The primary goal of this position is to tutor students in areas of public speaking, professional communication, and other communication skills. The Speaking Lab Tutor will provide relevant tutoring services students in person, through email, and online using our virtual communication platform. This student would be expected to demonstrate quality communication skills and evidence-based techniques pursuant to effective tutoring and coaching. The ideal candidate would be able to work independently during tutoring sessions and cooperatively with fellow Speaking Lab staff.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Tutor students in areas of public speaking, professional communication, and other communication skills
- Complete orientation training and periodic professional development
- Perform regular office duties as needed

Minimum Qualifications

- Completion of COM 231 with a B or higher; a letter of recommendation from your COM 231 instructor must be submitted with your application
- Commitment to core value of helpfulness, excellence, and opportunity
- Interest in coaching and tutoring public speaking, professional communication, and other communication skills
- Effective verbal and written communication skills
- Computer and technology literacy, including use of video recording and replay

Preferred Qualifications

- Completion of COM 120 and/or BUS 260 with a B or higher
- Effective interpersonal and intercultural communication skills

Working Conditions

Considerable time is spent at a desk using a computer terminal

This position reports to:

Alexander Patti, Logan 219
3395 Airport Rd
Pinehurst, NC 28374

Student Life Work-Study**Hours Per Week: 12****Number of Open Positions: 1****Job Summary**

The Student Life work study's primary responsibilities include assisting with tasks related to student activities, advertisement, and events. The ideal candidate should be creative, personable, and organized.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Assist Student Life when hosting various campus events and perform proper student check-in/out
- Maintain bulletin boards in Ewing Leadership Wing and around campus
- Filing, organizing, and other office duties
- Assisting with supply inventory and storage closet organization

Minimum Qualifications

- Commitment to core value of helpfulness
- Strong organizational skills
- Excellent verbal and written communication skills
- Creative, personable and dependable
- Ability to maintain confidentiality

Working Conditions

Considerable time is spent standing/moving. Must be able to lift 25lbs

This position reports to:

Dana Cuellar, Dempsey 223
3395 Airport Rd
Pinehurst, NC 28374

Student Onboarding and Engagement Assistant**Hours Per Week: 10****Number of Open Positions: 1****Job Summary**

The primary goal of this position is to aid and support the office of Student Onboarding and Engagement. This student will assist with tasks such as scanning documents from paper files and helping students with onboarding. The ideal student would be someone who is outgoing and demonstrates the core value of helpfulness.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Scan documents to create electronic files
- Assist students with onboarding
- Assist College Navigators with other duties as necessary

Minimum Qualifications

- Commitment to core value of helpfulness
- Strong organizational skills
- Excellent verbal and communication skills
- Ability to maintain integrity in adverse situations
- Ability to maintain confidentiality

Preferred Qualifications

Clerical experience, customer service

Working Conditions

Considerable time is spent at a computer.

This position reports to:

April Ikner, Stone 115A
3395 Airport Rd
Pinehurst, NC 28374

Teaching and Learning Center Assistant

Hours Per Week: 6

Number of Open Positions: 1

Job Summary

The primary goal of this position is to aid and support the Teaching and Learning Center. The Teaching and Learning Center Assistant will help organized files, books, and other materials in the TLC. The student would be expected to help set up and break down materials for events such as refreshments for faculty and staff. The ideal candidate would have strong organizational skills to help with filing and scanning and would be able to work independently to help post and take down flyers around campus, use email efficiently and regularly, and manage a Microsoft Teams page for the Teaching and Learning Center.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties

- Setting up and breaking down food station for workshops and other events.
- Assist in transport of event materials (deliverables, handouts, etc).
- Post and remove flyers around campus for upcoming events.
- Digitize hard copies: prepare files, scan and email to TLC Director

Minimum Qualifications

- Commitment to core value of helpfulness
- Strong organizational skills
- Excellent verbal and written communication skills
- Computer literacy
- Ability to maintain confidentiality
- Ability to walk around campus and locate bulletin boards

Preferred Qualifications

Customer Service Experience

Working Conditions

Considerable time is spent helping prepare for events.

This position reports to:

Celethia McMillian, Logan 235
3395 Airport Rd
Pinehurst, NC 28374

Tutoring Center Assistant**Hours Per Week: 10****Number of Open Positions: 1****Job Summary**

The Tutoring Center Student Associate will act as the first point of contact for the Center. Customer service, in person and over the phone, is of the utmost importance. The ideal candidate should have strong organizational skills and be able to work independently.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties

- Answer incoming calls and other communications.
- Check students in and out; record missed tutoring sessions.
- Assist students with the tutor request process.
- Provide tutoring services as needed.
- Other duties as assigned.

Minimum Qualifications

- Commitment to core value of helpfulness
- Strong organizational skills
- Excellent verbal and written communication skills
- Computer literacy
- Ability to maintain confidentiality

Preferred Qualifications

Clerical experience/customer service

Working Conditions

Considerable time is spent at a desk using a computer.

This position reports to:

Whitney Cherekos, Logan 119

3395 Airport Rd

Pinehurst, NC 28374

University Studies Assistant**Hours Per Week: 6****Number of Open Positions: 1****Job Summary**

Make copies and scans at request of the faculty. Answer phone, take messages, direct students and other faculty when appropriate. Organize course materials, including course packs and handouts. Assist faculty in setting up Moodle courses before start of the semester. Update and provide college transfer programs' announcements, research information on universities, and other tasks as requested. The student will be provided training with transfer program requirements. Student will also be trained on how to perform basic tasks in Moodle and Excel, as needed.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties

- Answering incoming calls and help students find information about transfer programs
- Organize course materials such as course packs and handouts
- Research transfer information on universities' web site
- Set up basic shells for Moodle courses before the start of the semester

Minimum Qualifications

- Commitment to core value of helpfulness
- Strong organizational skills, research skills, and attention to details
- Excellent keyboarding and written communication skills
- Computer literacy and working knowledge of MS Word. Working knowledge of Excel is a plus
- Ability to maintain confidentiality
- Willing to learn new skills, as needed

Preferred Qualifications

Customer Service Experience/Transfer Student

Working Conditions

Considerable time is spent shelving books and other library materials.

This position reports to:

Catherine Skura, Stone 208

3395 Airport Rd

Pinehurst, NC 28374

Visual Arts Assistant**Hours Per Week: 10****Number of Open Positions: 1****Job Summary**

The primary goal of this position is to aid and support the Visual Art Department. The Visual Art Assistant will help clean visual art studios, assist instructors, and help with Hastings Gallery duties. The ideal candidate would have a strong work ethic and be able to work independently as directed by visual art instructors.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties

- Clean studios
- Assist with Hastings Gallery duties such as install artwork, hang posters, and paint podiums
- Process correspondence and request for additional information

Minimum Qualifications

- Commitment to core value of helpfulness
- Strong willingness to work

Preferred Qualifications

Be dependable and has attention to detail

Working Conditions

Studio work/physical labor

This position reports to:

Lori Lorion, Kennedy 002A

3395 Airport Rd

Pinehurst, NC 28374

Workforce Continuing Education Assistant**Hours Per Week: 12****Number of Open Positions: 1****Job Summary**

The primary goal of this position is to aid and support the Workforce Continuing Education office. This student will assist in a variety of office/customer service tasks such as answering phones, greeting and assisting customers, making copies, filing, data entry, ordering supplies, and other duties as needed. This student will be expected to actively promote Workforce Continuing Education programs when assisting prospective students and the general public. The ideal candidate would have strong organizational skills and be able to work independently to help cover and/or support the front desk personnel when needed.

Primary Duties:

- Answering calls, sending emails, and respond to voicemail messages
- Assisting prospective students and the general public
- Preparing and scanning records for electronic document storage
- Other office duties when necessary

Minimum Qualifications

- Commitment to core value of helpfulness
- Excellent verbal and written communication skills
- Computer literacy
- Strong organizational skills
- Ability to maintain confidentiality

Preferred Qualifications

- Clerical experience

Working Conditions

Considerable time is spent at a desk using a computer terminal

This position reports to:

Amy Caliri, Van Dusen 123
3395 Airport Rd
Pinehurst, NC 28374

Writing Lab Tutor

Hours Per Week: 10

Number of Open Positions: 1

Job Summary

The Writing Lab Tutor will assist staffers in the Writing Lab to ensure that operations of the lab run smoothly. Responsibilities include greeting and helping students and completing clerical duties. The tutor will follow the guidance of the Writing Lab staff individual on duty during the student's work hours.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties

- Answering incoming calls and emails
- Welcoming individuals who enter the lab
- Assisting students with check-in and check-out process
- Helping students with writing assignments

Minimum Qualifications

- 3.0 or higher in ENG 111
- Commitment to core value of helpfulness
- Strong organizational skills
- Excellent verbal and written communication skills
- Computer literacy
- Ability to maintain confidentiality

Preferred Qualifications

Knowledge of Moodle

Working Conditions

The lab is open 9-2 Monday through Thursday and 9-12 on Friday. The student would need to be available to work during these hours. Most time is spent in Logan 225.

This position reports to:

Susan Grine, Logan 220
3395 Airport Rd
Pinehurst, NC 28374

