



## FEDERAL WORK-STUDY JOB DESCRIPTIONS

### I. Eligibility

1. Be a "needy student" as defined by federal regulations for determining eligibility for federal student financial aid. *The Free Application for Federal Student Aid (FAFSA)* must be completed every year to determine need, and
2. Be enrolled in an eligible program, and
3. Be enrolled in at least six credit hours per semester, and
4. Be meeting the satisfactory academic progress policy.

### II. Applications

1. All students interested in FWS must complete a FAFSA each academic year.
2. Returning students must complete an *Application for FWS* each academic year.
3. New students applying for FWS positions must complete an *Application for FWS* and submit a resume.
4. Students must register with the College Central Network (CCN) maintained by the Career and Planning Department at Spartanburg Community College.
5. Applications are reviewed for eligibility, work experience, and skills.
6. Applications are kept on file for one academic year.

### III. Assignments and Reassignments

Students will be assigned or reassigned FWS positions based on:

1. Availability of FWS positions in each department/division/office, and
2. Student's program of study, and
3. Previous employment experience (on and off campus), and
4. Skills, aptitudes and interests, and
5. Evaluation by supervisor.

Supervisors may request specific students to work in their departments.

#### **Contact Person:**

**Michael Moton - Financial Aid Office - 864-592-4810 - [motonm@sccsc.edu](mailto:motonm@sccsc.edu)**



The following list of FWS positions is provided to indicate the type of work study positions available. The presence of a position does not indicate the position is vacant. You must login in to College Central Network (CCN) maintained by the Career and Planning Department at Spartanburg Community College to gain information on vacant positions. The following list is not all inclusive, as some positions may have been added since the publishing of this webpage.



## **Admissions Center -**

### **JOB DUTIES:**

Assisting Administrative Staff with scanning and indexing documents to the imaging system. Also folding and stamping envelopes for acceptance letters. Hours needed are flexible to fit student schedule but must be consistent.

### **JOB REQUIREMENTS:**

Typing or keyboarding no certain words per minute  
Comfortable answering the telephone  
Neat and clean

### **SALARY:**

**\$8.00**



## **Arts and Sciences Division - Dr. Sue Stokley**

### **JOB DUTIES: (2 positions)**

#### **1. First position:**

**Copying, making deliveries to the Book Inn, delivering messages, sorting and filing, putting out notices, filling out mailings, answering questions and giving out general information.**

#### **2. Second position:**

**Copying, make deliveries to the Book Inn, delivering messages, sorting and filing, putting out notices, filling out mailings, answering questions and giving out general information, setting up labs, cleaning labs and test tubes and checking lab sheets.**

### **JOB REQUIREMENTS:**

**Candidate must be dependable, cooperative, friendly and courteous and able to follow directions.**

### **SALARY:**

**\$8.00 per hour**



## **Arts and Sciences Division - Laurie Warner**

### **JOB DUTIES:**

Greeting customers, answering phones, typing, filing, copying, cleaning lab area and running campus errands.

### **JOB REQUIREMENTS:**

Typing skills, pleasant telephone voice, detailed-oriented and must be able to work the assigned schedule.

### **SALARY:**

\$8.00 per hour



## **ASL/Interpreting - Denise Huff**

### **JOB DUTIES:**

Filing and other clerical duties such as copying, shredding, collating materials, etc.; typing and data entry, interacting with ASL students to give them practice as needed

### **JOB REQUIREMENTS:**

Type at least 35 wpm; knowledge of Microsoft software packages, basic office machines; ASL proficiency is a plus

### **SALARY:**

\$8.00



## **Auxiliary Services (Book Inn) — Kristen Sherbert**

### **JOB DUTIES:**

Answering phones, processing order forms, helping students when needed, book returns, filing, copying, keeping merchandise stocked on shelves and making sure the book store is clean and in order.

### **JOB REQUIREMENTS:**

Customer service skills, sales experience, basic math skills, outgoing personality and ability to work as a team.

### **SALARY:**

\$8.00 per hour



**Business Division - Administrative Office Technology - Kathy Locke**

**JOB DUTIES:**

Assist AOT department head and faculty with administrative duties, typing tests and reports, filing and maintaining bulletin boards.

**JOB REQUIREMENTS:**

Must be an AOT student pursuing an Associate Degree.

**SALARY:**

\$8.00 per hour



## **Student Support Services Bldg 3<sup>rd</sup> Floor - Katie Conrad**

### **JOB DUTIES:**

1. Typing, filing, copying , and updating forms/spreadsheets
2. Running errands and delivery of mail/documents on campus
3. Assist in organizing storage room - getting files ready for archives or shredding
4. Assist in organizing files in file cabinets and getting them ready for archives, or shredding
5. Assist with answering the telephones
6. Everyday office tasks, as needed

### **JOB REQUIREMENTS:**

1. Perform tasks in Microsoft Office Programs (Word, Excel, PowerPoint)
2. Dependable
3. Follow verbal and written instructions
4. Work independently, as needed
5. Attire appropriate for office environment
6. Good spoken English

### **SALARY:**

**\$8.00 per hour**



## **Business Office - Barbara Suttles**

### **JOB DUTIES:**

Scan, file, shred, open and stamp mail, deliver and pickup mail, make copies, prepare envelopes for returned mail

### **JOB REQUIREMENTS:**

Prefer student in a Business related program

### **SALARY:**

\$8.00 per hour



## **Campus Police - Andre Kerr**

### **JOB DUTIES:**

Entering data on spreadsheet, general office duties.

### **JOB REQUIREMENTS:**

Must be able to use Microsoft Excel and have good knowledge of Microsoft Word.

### **SALARY:**

\$8.00 per hour



## **Career Planning and Placement - Kathy McKinzie/Janie Lindsey**

### **JOB DUTIES:**

Providing assistance to clients using services of the One-Stop Career Center. Services include: assistance typing a resume from draft approved by Director, accessing information on the computer, utilizing reference material and entering data into database from student/graduate/employer information.

### **JOB REQUIREMENTS:**

Excellent customer relations skills, neat appearance, self-motivated, ability to communicate and proficient with computer.

### **SALARY:**

\$9.00 per hour



## **Cherokee County Campus Admin. Bldg. - Daryl Smith**

### **JOB DUTIES:**

Assist CCC administration with various administrative support functions, including assisting faculty, library staff and students. Duties may include running errands, clean-up work, clerical work, substitute for full-time administrative support as needed.

### **JOB REQUIREMENTS:**

Must be able to maintain professional attitude and perform positive customer service; use all Microsoft Office Suite applications; answer telephones; take messages; operate copier, facsimile machine and other similar office equipment.

### **SALARY:**

\$8.00 per hour



**Corporate and Community Education, Cherokee County Campus  
- Terrill Brown**

**JOB DUTIES:**

Capable of cleaning mechanical and electrical labs. Assist with storing contents on shelves and in cabinets. Assist with setting up labs. Office duties, filing, typing, making copies, etc.

**JOB REQUIREMENTS**

Able to do manual labor, some lifting, can follow instructions and carry out instructions.

**SALARY:**

\$8.00 per hour



**Computer Science Division - Marcia Schenck**

**JOB DUTIES:**

Assist with office work: filing, shredding, copying, organizing files

**JOB REQUIREMENTS:**

Responsible, motivated, organized, flexible

**SALARY:**

\$8.00 per hour



## **Financial Aid - Kathy Payne**

### **JOB DUTIES:**

Answering phones, filing, faxing, and assisting staff with general duties.

### **JOB REQUIREMENTS:**

Quick learner, detail oriented, courteous, and ability to multi-task.

### **SALARY:**

\$8.00 per hour



## **Foundation Office – Kim Fogle**

### **JOB DUTIES:**

Typing, use of Microsoft Word, copying and stuffing envelopes for mass mailing.

### **JOB REQUIREMENTS:**

Typing skills and knowledge of Microsoft Word.

### **SALARY:**

\$8.00 per hour



**Health and Human Science Division  
(Medical Assisting) -Debra Bradley**

**JOB DUTIES:**

Assist with office work: filing, shredding, copying, organizing files

**JOB REQUIREMENTS:**

Responsible, motivated, organized, flexible

**SALARY:**

\$8.00 per hour



## **Horticulture Department - Jason Bagwell**

### **JOB DUTIES (2 positions):**

Assist with labs (set-up and take down) and in greenhouses, work in garden area and general office duties such as copying and filing.

### **JOB REQUIREMENTS:**

Computer skill and knowledge of garden equipment operation preferred.

### **SALARY:**

\$8.00 per hour



## **Industrial - Ron Towery**

### **JOB DUTIES:**

Maintain lab equipment and store rooms.  
General maintenance of class rooms.  
Assist in inventory.  
Modify lab equipment as determined by instructor(s).

### **JOB REQUIREMENTS:**

A basic knowledge of electrical/mechanical systems.  
Maintain a 3.0 or better GPA.

### **SALARY:**

\$8.00 per hour



**Human Resources - Cindy Bailey/Mary Whitener**

**JOB DUTIES:**

Light typing, copying and filing.

**JOB REQUIREMENTS:**

Typing and office skills and knowledgeable of Microsoft Word.

**SALARY:**

\$8.00 per hour



## **Library - Patricia Jordan**

### **JOB DUTIES:**

Assisting patrons with locating desired material or equipment for research purposes, helping patrons with the computer system when needed, assisting the library staff with projects such as keeping magazines, books and newspapers neatly on shelves and sorting and filing of returned books.

### **JOB REQUIREMENTS:**

Knowledge of library functions, attention to detail and accuracy, basic computer skills and knowledge of Microsoft Word. (Prior Eng 101 course)

### **SALARY:**

\$9.00 per hour



## **Print/Copy Center - Savtri Parham**

### **JOB DUTIES:**

1. Load paper in 14 self-service copiers and 4 student copiers daily.
2. Deliver paper to copier rooms and load paper in storage cabinets.
3. Keep records of amount of paper loaded in each copier.
4. Maintained copiers, clean, and inventory supplies.
5. Possibilities deliver paper to departments.
6. Assist in Print/Copy Center with binding, folding, laminating, put paper on shelves, etc.
7. Must be able to operate golf cart.
8. Must be able to lift 30-35 pounds.
9. Other duties maybe requested.

### **JOB REQUIREMENTS:**

I am requesting a work study that is dependable, reliable, and can use a calculator.

### **SALARY:**

\$8.00 per hour



## **Office of Student Activities - Leslie K. Cagle**

### **JOB DUTIES:**

Preparing mass and individual mailings/faxes. Sending e-mails/making telephone calls. Typing meeting minutes/summaries. Tallying and reporting campus event evaluations. Posting fliers and maintaining the appearance of twenty-two Central Campus bulletin boards. Assisting with the set-up, execution and clean-up of Central Campus student events. Maintaining Student Activities supply room/inventory. Soliciting door prize donations from area merchants.

### **JOB REQUIREMENTS:**

Must be able to work 10 to 15 hours per week during normal business hours, including Friday. Must be available for student activities evening events. Must be knowledgeable with Microsoft Office. Must be independent and dependable worker. Must be able to lift medium to heavy-weight items. Creativity in this position is a plus.

### **SALARY:**

\$8.00 per hour



**PCRX - June West**

**JOB DUTIES:**

Assist faculty and staff with computer needs.

**JOB REQUIREMENTS:**

Responsible, motivated, organized, flexible, strong knowledge in computer maintenance and repair.

**SALARY:**

\$8.00 per hour



## **Planning and Development Office - Marilyn Smith**

### **JOB DUTIES:**

Assist the department with copying, faxing, addressing labels, picking up supplies from bookstore, assisting with mass mail-outs and spreadsheets. Big responsibility will be reading area newspapers for Public Relations and cutting out any advertising articles with the school's name and pasting in an archive book. This will be the main responsibility each day.

### **JOB REQUIREMENTS:**

Dependable with little supervision, good typing skills, computer experience with Microsoft Excel and Microsoft Word, likes to read newspapers and would have a good eye at picking out our school's name in articles. Preferred but not necessary, candidate will be working towards a degree in Administrative Office Technology or Computer Technology.

### **SALARY:**

\$8.00 per hour



## **Records Office - Michael Harvey**

### **JOB DUTIES:**

Filing, answering phone and assisting students.

### **JOB REQUIREMENTS:**

Filing folders and forms, able to stand on feet for long periods of time, computer experience and good customer service skills.

### **SALARY:**

\$8.00 per hour



## **Recruiting Office - Reggie Wilburn**

### **JOB DUTIES:**

Perform basic office and clerical duties including mailings, faxes, meeting notes/minutes and routine telephone calls.

### **JOB REQUIREMENTS:**

Ability to perform word processing (Microsoft Word), knowledge of the Internet, multi-task oriented, energetic and outgoing.

### **SALARY:**

\$8.00 per hour



## **Student Disability Services - Geraldine Brantley**

### **JOB DUTIES:**

Provide reasonable accommodations to students with disabilities which may include: note-taking, reader/writer, assistive technology assistant, peer tutor/guide, proctor in testing situations, record material and/or produce written material in alternate formats.

### **JOB REQUIREMENTS:**

Assist with the awareness and competency of the general student body on issues related to disability awareness, which may include: assist with disability awareness, assist with Student Disability Awareness Club and assist new students with orientation.

### **SALARY:**

\$9.00 per hour



**S.C. School for the Deaf and the Blind - (Reading and Math Tutors) - Geraldine Brantley**

This position is at the S.C. School for the Deaf and the Blind.

**JOB DUTIES:**

Tutoring elementary school children with their reading or math assignments. Candidate may assist with homework assignments or read to children.

**JOB REQUIREMENTS:**

Mature attitude with an awareness and sensitivity toward children. Must have transportation to and from the S.C. School for the Deaf and the Blind.

**SALARY:**

\$10.00 per hour



## **Success Network - Erin Watkins/Jo Ella Salters**

### **JOB DUTIES:**

Simple typing, knowledge of Microsoft Word, filing, scheduling appointments, assisting with setting up workshops, scheduling appointments and assisting with tutor progress reports.

### **JOB REQUIREMENTS:**

Computer skills (minimal), ability to follow directions, provide clerical support, telephone skills and ability to operate copy machine.

### **SALARY:**

\$8.00 per hour



## **The Learning Center/The Testing Center - Linda Klinzing**

### **JOB DUTIES:**

- Assist director in daily clerical tasks.
- Assist with extra functions such as Fall Fest etc.
- Maintain supplies and check mail.
- Assist students in any areas where the student is proficient. (i.e. Grade of A in that course)
- Skills in Word 2007, Access, Excel are a PLUS!

### **JOB REQUIREMENTS:**

- Maintain a courteous, friendly demeanor with staff and students.
- Desire to learn and obtain job experience.
- Arrive punctually and complete tasks responsibly.

### **SALARY:**

**\$8.00**



**Tyger River Campus - Carla Steward**

**JOB DUTIES:**

Assist with office work: filing, shredding, copying, organizing files

**JOB REQUIREMENTS:**

Responsible, motivated, organized, flexible

**SALARY:**

\$8.00 per hour



**Union County Campus - Kathy Jo Lancaster/Mary Beth Griffin**

**JOB DUTIES:**

Assist with office work: filing, shredding, copying, organizing files

**JOB REQUIREMENTS:**

Responsible, motivated, organized, flexible

**SALARY:**

\$8.00 per hour



## **Welding Department - Joe Richards**

### **JOB DUTIES:**

Clean supply room and clean and replace tools.

### **JOB REQUIREMENTS:**

Be able to lift 50 pounds.

### **SALARY:**

\$8.00 per hour