



Job Opportunities

Provided below are all Work-Study jobs offered by college offices and departments who are hiring for the academic year. To be considered for one of these jobs, you will need to complete the **Federal Work Study Interest Form** for an eligibility determination to participate in the program.

Click Here to Apply: [Federal Work Study Interest Form](#)

Current Rate of Pay:

On Campus Positions: \$12.00/ hour

Off Campus: \$15.00/hour

*Pay rates are subject to change each year depending on availability of funds.

Questions???

Email: fws@waketech.edu

Resources:

[Federal Work-Study Web Page](#)

[Wake Tech Campus Locations](#)

[Career Services](#) - Get Assistance with your resume, cover letter, interviewing skill building and more.

Search By Campus

[Southern Wake Campus](#)

[Scott Northern Wake Campus](#)

[Eastern Wake Campus](#)

[RTP Campus](#)

[Western Wake Campus](#)

[Perry Health Sciences Campus](#)

[Public Safety Education Campus](#)

[Beltline Education Center](#)

[Multiple Campuses](#)

[Off-Campus Opportunities](#)

Southern Wake Campus - Available Positions

Position: Finish Library Assistant

Department: Interior Design

Campus/ Location: Southern Wake Campus

Position: Office Assistant

Department: Business Services

Campus/ Location: Southern Wake Campus

Position: Lab Technician

Department: Simulation and Game Development

Campus/ Location: Southern Wake Campus

Position: Pathways Peer Mentor (Outreach Officer)

Department: President's Office

Campus/ Location: Southern Wake Campus

Position: Athletics Operations Assistant

Department: Athletics

Campus/Location: Southern Wake Campus

Position: Office Assistant

Department: Tutoring and Learning Center (TLC)

Campus/ Location: Southern Campus

Position: Office Assistant

Department: International Svcs & Admission Records

Campus/ Location: Southern Wake Campus

Positions to be filled: 1

[Return To Main Menu](#)

Scott Northern Wake Campus - Available Positions

Position: [Office Assistant](#)

Department: Advising

Campus/ Location: Scott Northern Wake Campus

Position: [AFA Studio Assistant](#)

Department: AFA of Visual Arts

Campus/ Location: Scott Northern Wake Campus

Position: [Athletics Operations Assistant](#)

Department: Athletics

Campus/Location: Scott Northern Wake Campus

Position: [Office Assistant](#)

Department: Tutoring and Learning Center

Campus/ Location: Scott Northern Wake Campus

Position: [Library Assistant](#) - FILLED

Department: Library Services

Campus/Location: Scott Northern Wake Campus

Position: [Lab Assistant](#)

Department: Math & Science

Campus/Location: Scott Northern Wake Campus

[Return To Main Menu](#)

Eastern Wake Campus - Available Positions

Position: Clerical Assistant

Department: Tutoring and Learning Center

Campus/ Location: East Wake Campus

Position: Library Assistant

Department: Library Services

Campus/ Location: East Wake Campus

[Return To Main Menu](#)

RTP Campus - Available Opportunities

Position: Lab Assistant

Department: Math & Science

Campus/ Location: RTP Campus

[Return To Main Menu](#)

Western Wake Campus - Available Opportunities

No positions available at this time

[Return To Main Menu](#)

Perry Health Science Campus - Available Opportunities

No positions available at this time

[Return To Main Menu](#)

Public Safety Education Campus - Available Positions

Position: Center Assistant

Department: Correction Education

Campus/ Location: Multiple campuses

Position: Office Assistant

Department: Nurse Aid Program

Campus/ Location: Public Safety Education Center

[Return To Main Menu](#)

Beltline Education Campus - Available Positions

Position: Office Assistant

Department: Workforce Continuing Education

Campus/ Location: Beltline Education Center

Position: Records Technician

Department: Workforce Continuing Education - Registration and Records

Campus/ Location: Beltline Education Center

[Return To Main Menu](#)

Multiple Campuses - Available Positions

Position: Peer Coach- Financial Wellness

Department: Student Money Management

Campus/ Location: Multiple campuses

Position: Pathways Peer Mentor (Social Media-Outreach Officer)

Department: President's Office

Campus/ Location: Virtual/ All campuses

Position: Juntos Program Assistant (Bilingual)

Department: Juntos Program - Admissions and Outreach

Campus/ Location: Remote, East Wake and Knightdale High Schools

[Return To Main Menu](#)

Off Campus - Community Service - Available Positions

Position: Program Assistant

Department: Resiliency Collaborative

Campus/ Location: Off-campus/Resiliency Collaborative

Position: Teen Tech Center Assistant - FILLED

Department: Best Buy Teen Tech Center

Campus/ Location: Fox Road Boys & Girls Club

Position: Before and After School Staff

Department: Before and After School

Campus/ Location: Off-Campus/Dynamic Opportunities

Position: Teaching Assistant

Department: Teaching Assistant

Campus/ Location: Dynamic Opportunities

Position: Film Ambassador

Department: Raleigh Film and Arts Festival

Campus/ Location: Raleigh Film and Arts Festival (Hybrid)

Position: Administrative Intern

Department: The Raleigh Music Collective

Campus/ Location: Hybrid

[Off- Campus Positions continued](#)

[Return To Main Menu](#)

Off Campus - Community Service - Available Positions

Position: In-Person Mentor-Tutor for 2nd-12th Graders

Department: Youth Mentoring and Tutoring

Campus/ Location: Grow Your World

Position: Virtual Mentor-Tutor for 2nd-12th Graders

Department: Youth Mentoring and Tutoring

Campus/ Location: Grow Your World

[Return To Main Menu](#)

Job Title: Lab Assistant

Department: Math & Science

Campus/ Location: RTP Campus

Length of Employment: Academic Year

Supervisor Name/ Email Address: Nicholas Babb/ Email: nvbabb@waketech.edu

Work Schedule: TBD based on student schedule

Job Description:

Lab Assistants will work with the lab staff in a hands-on environment, learning science lab skills and assisting with the preparation and cleanup of student lab exercises.

Qualifications:

Students would be organized. Ability to work with limited supervision. Must be flexible and quickly able to learn and retain information. Must be punctual, on time, and have good communication. Student who has taken BIO 110 or 111 or CHM 090 or 151 is preferred.

Physical Requirements:

Ability to work actively for hours at a time. Ability to lift at least 25 lbs.

[Return To Main Menu](#)

Job Title: Lab Assistant

Department: Math & Science

Campus/ Location: Scott Northern Wake Campus

Length of Employment: Academic Year

Supervisor Name/ Email Address: Sahel Shahroudi/ Email: sshahroudi@waketech.edu

Work Schedule: TBD based on student schedule

Job Description:

Lab Assistants will collaborate with the lab staff in both on-site and remote capacities. In the physical lab environment, they will engage in hands-on work, acquiring valuable science laboratory skills while aiding in the facilitation and cleanup of student lab exercises. Additionally, they will be responsible for remote tasks involving the organization and management of all documents associated with the labs, including but not limited to lab inventory, Safety Data Sheets (SDS) for hazardous materials, and other relevant documentation.

Qualifications:

Students would be organized. Ability to work with limited supervision. Must be flexible and quickly able to learn and retain information. Must be punctual, on time, and have good communication. Student who has taken Chemistry 151 or higher is preferred.

Physical Requirements:

Ability to work actively for hours at a time. Ability to lift at least 25 lbs.

[Return To Main Menu](#)

Job Title: Finish Library Assistant

Department: Interior Design

Campus/ Location: Southern Wake Campus

Length of Employment: Academic Year

Supervisor Name/Email Address: Andrea Bachi/ aebachi@waketech.edu

Job Description: This is for Interior Design students; to organize the finish library; sort through donations; clean and manage the space. This position sometimes lifts heavy samples or sample bins *up to 20 lbs*

Department Description: This position is to support and help educate interior design students.

Responsibilities: Organization of finish materials used in residential and commercial interior design projects. Sorting and categorizing new donations and removing items no longer needed. Keeping the space clean and usable for students as a work space.

Qualifications: Must be an Interior Design student, organized.

Physical Requirements (if applicable): Lift up to 20 lbs occasionally; bending and lifting; lifting items overhead; standing on a stool; sweeping and cleaning.

[Return To Main Menu](#)

Job Title: Lab Technician

Department: Simulation and Game Development

Campus/ Location: Southern Wake Campus

Length of Employment: Academic Year

Supervisor Name/ Email Address: Ken Turner/ Email: kgturner@waketech.edu

Work Schedule: TBD based on student schedule

Job Description:

SGD Open Lab Monitor: Student will monitor the SGD Open Lab (located on the first floor of the SE building). Responsibilities include: monitoring that computer equipment and printer are being used appropriately; making sure students that enter the lab are enrolled in SGD program, have signed in/out and are doing SGD related work; completing required weekly reporting to SGD Department Head

Qualifications:

Student must be dependable, meet deadlines, communicate well through oral and written means and work harmoniously with faculty, staff and students

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: Office Assistant

Department: Nurse Aide Program

Campus/ Location: Public Safety Education Center

Length of Employment: Academic Year

Supervisor Name/ Email Address: Eliane Hernandez Acosta/ Email: ehernandez7@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

The student assistant will support the Nurse Aide department by performing routine office tasks, maintaining inventory, and assisting faculty and students with general inquiries. Additionally, the student will help facilitate departmental initiatives.

Qualifications:

The ideal candidate will have strong organizational and time management skills, along with the ability to work independently in a fast-paced environment. They should demonstrate a willingness to learn, keen attention to detail, and possess a working knowledge of Microsoft Office Suite, including Word, Excel, and PowerPoint.

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: Library Assistant

Department: Library Services

Campus/ Location: Scott Northern Wake Campus

Length of Employment: Academic Year

Supervisor Name/ Email Address: Jeffrey Nuckolls/ Email: jtnuckolls@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

Customer service and shelving material. Helping other students with their requests and needs as well as library related tasks assigned by a supervisor.

Qualifications:

Must have a pleasant attitude. Customer service skills are required. Knowledgeable in Microsoft Word and Excel. Must be able to learn and retain information. Must be punctual and possess time management skills. Ability to work with limited supervision. Business casual dress code is required.

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: Library Assistant

Department: Library Services

Campus/ Location: East Wake Campus

Length of Employment: Academic Year

Supervisor Name/ Email Address: Suvanida Duangudom/ Email: sduangudom@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

Student library assistants support the library's mission by providing customer service, assisting patrons in locating materials, staffing the circulation desk and phones, performing shelving and shelf-reading using the Library of Congress system, assisting with basic computer and equipment needs, helping maintain a neat library environment, supporting opening/closing procedures as scheduled, and completing special projects as assigned.

Qualifications:

Must be a Wake Technical Community College Curriculum student in good standing who has been awarded work study as part of his/her financial aid package. Prefer student to have library experience.

Physical Requirements:

Must be able to stand, bend, crouch; lift and carry up to 25 pounds, and able to move loaded book cart.

[Return To Main Menu](#)

Job Title: Office Assistant

Department: Tutoring and Learning Center

Campus/ Location: Southern Campus

Length of Employment: Academic Year

Supervisor Name/ Email Address: Nicole Bloom/ Email: nebloom@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

Clerical tasks to include, but not limited to, greeting students & visitors, answering phones, assisting with proper student sign-in/sign-out procedures, and other general office tasks such as copying, filing.

Qualifications:

Primary Skills Required: Must have the ability to use an alphabetized filing system, a pleasant and welcoming attitude, an attention to detail, general proficiency in Microsoft Word & Excel (or Google Docs & Sheets), punctuality, and an eagerness to work. Appropriate dress for an office environment is expected.

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: Office Assistant

Department: Tutoring and Learning Center

Campus/ Location: Scott Northern Wake Campus

Length of Employment: Academic Year

Supervisor Name/ Email Address: Elizabeth Williams/ Email: ewwilliams1@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

Clerical tasks to include but not limited to: Assist Center Coordinators, office staff and ILC Director with tasks that include: Filing and organizing records, typing projects in Word, Excel, and PowerPoint, answering telephones, responding to inquiries, new student folder preparation, photo-copying, laminating, collating material, pick-up and delivery of interoffice mail.

Qualifications:

Must be dependable and dress appropriately for an office setting. Serves visitors by greeting, welcoming, and directing them appropriately; notifies company personnel of visitor arrival.

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: Clerical Assistant

Department: Tutoring and Learning Center

Campus/ Location: East Wake Campus

Length of Employment: Academic Year

Supervisor Name/ Email Address: Logan McPhatter/ Email: ltmcphatter@waketech.edu

Work Schedule: Monday – Thursday 12pm – 6pm

Job Description:

Clerical tasks to include but not limited to : Assist Center Coordinators, office staff and ILC Director with tasks that include: Filing and organizing records, typing projects in Word, Excel, and PowerPoint, answering telephones, responding to inquiries, assisting with student check in/out process, photo-copying, laminating, collating material, pick-up and delivery of interoffice mail, assist with daily operational task.

Qualifications:

Must be able to : Type 40 wpm or more, Proficiencies in Microsoft Office including, Word, Excel, and PowerPoint, Good verbal and written communication skills, Good organization and file management skills, Good accuracy and attention to details

Must be dependable, prompt and dress appropriately for an office setting.

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: Center Assistant

Department: Correction Education

Campus/ Location: Public Safety Education Campus

Length of Employment: Academic Year

Supervisor Name/ Email Address: Mbalia Ford/ Email: mlforde@waketech.edu

Work Schedule: Monday – Thursday 10:00am – 3:00pm

Job Description:

The Correction Education Office Assistant provides administrative support to the Correction Education team. This position requires strong attention to detail, professionalism, confidentiality, and excellent organization and communication skills. This internship provides valuable experience in educational administration, records management, document control, data organization, and professional communication within a correctional education setting.

Qualifications:

Strong attention to detail and accuracy. Excellent organization and time management skills. Proficiency in Microsoft Excel, Word, and spreadsheet management. Ability to understand and work with data in spreadsheets. Ability to handle confidential information with discretion and professionalism. Strong written and verbal communication skills. Professional demeanor and customer service skills. Ability to work independently and collaboratively in a team environment.

Physical Requirements:

Able to stand, bend, crouch; lift and carry up to 25lbs

[Return To Main Menu](#)

Job Title: Office Assistant

Department: Academic Advising

Campus/ Location: Scott Northern Wake Campus

Length of Employment: Academic Year

Supervisor Name/ Email Address: Jacinta Allmond/ Email: jhallmond@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

This position provides clerical support to the Academic Advising department at Northern Wake Campus.

Qualifications:

Excellent customer service and interpersonal skills. Working knowledge of MS Office Suite

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: Records Technician

Department: Workforce Continuing Education – Registration and Records

Campus/ Location: Beltline Education Center

Length of Employment: Academic Year

Supervisor Name/ Email Address: Harish Farmer/ Email: hkfarmah@waketech.edu

Work Schedule: Monday through Friday; 8:00–12:00 or 1:00–5:00 (4-hours per day).

Job Description:

The Workforce Continuing Education Records and Registration Division ensures accurate, compliant, and high-quality continuing education programs by reviewing registration, reporting, and programming processes in accordance with state regulations, board policies, and the College’s Accountability and Integrity Plan. The Office is committed to delivering excellent customer service and continuously improving educational services and workforce training for students.

Qualifications:

Must display a positive demeanor and work well with others. Must be able to follow directives. Must display exemplary customer service for both internal and external customers. Must handle confidential student information without incident.

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: Office Assistant

Department: Admissions & Outreach International Student Office

Campus/ Location: Southern Wake Campus

Length of Employment: Academic Year

Supervisor Name/ Email Address: Princess Solomon/ Email: pmsolomon@waketech.edu

Work Schedule: TBD based on student schedule

Job Description:

The Office Assistant will assist the International Student and Admissions & Outreach Office with operational procedures to help streamline the office. Answer and screen phone calls, print and manage materials for office packets, Issue Acceptance and Embassy letters and other duties as assigned.

Qualifications:

Great customer service skills; Great verbal and written skills; Knowledgeable with MS Office Suite (Word, Excel, PowerPoint, Outlook, Teams, etc.); Clerical Skills; Punctual; Able to handle confidential information; Ability to Multitask.

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: Pathways Peer Mentor (Outreach Officer)

Department: President's Office

Campus/ Location: Southern Wake Campus

Length of Employment: Academic Year

Supervisor Name/ Email Address: Richard Redding/ Email: raredding@waketech.edu

Work Schedule: Flexible, minimum 2 hours per week

Job Description:

Assist with planning and implementing First-in-Flight student outreach by building peer relationships through check-ins and one-on-one interactions; following up on student communications; participating in training and professional development; supporting group coaching sessions (including facilitating breakouts in virtual or on-campus settings); and maintaining familiarity with Wake Technical Community College academic and student support resources.

Qualifications:

Must exercise good verbal and nonverbal communication skills. Must have a positive and welcoming attitude.

Abide by all Wake Tech student conduct codes at all times. Must possess a willingness to take initiative.

Commit to a minimum of 2 hours per week.

Upon hiring, complete peer mentor training

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: Pathways Peer Mentor (Social Media- Communications Outreach Officer)

Department: President's Office

Campus/ Location: Virtual

Length of Employment: Academic Year

Supervisor Name/ Email Address: Richard Redding/ Email: raredding@waketech.edu

Work Schedule: Flexible, minimum 2 hours per week

Job Description:

Assist with planning and implementing First-in-Flight student outreach by building peer relationships through check-ins and one-on-one interactions; following up on student communications; participating in training and professional development; supporting group coaching sessions (including facilitating breakouts in virtual or on-campus settings); and maintaining familiarity with Wake Technical Community College academic and student support resources.

Qualifications:

Must exercise good verbal and nonverbal communication skills. Must have a positive and welcoming attitude.

Abide by all Wake Tech student conduct codes at all times. Must possess a willingness to take initiative.

Commit to a minimum of 2 hours per week.

Upon hiring, complete peer mentor training

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: Business Service Office Office Assistant

Department: Business Services

Campus/ Location: Southern Wake Campus

Length of Employment: Academic Year

Supervisor Name/ Email Address: Tangela Moses-Malloy/ Email: temosesmalloy@waketech.edu

Work Schedule: Students may work up to 20 hours a week.
Flexible schedule Monday-Friday between the hours of 8am to 5pm.

Job Description:

The Business Services Office Assistant will provide customer service by being the first point of contact at the office suite front desk, as well as provide clerical assistance and administrative support.

Qualifications:

Excellent verbal and written communication skills and the demonstrated ability to provide prompt and courteous customer service to internal and external customers.

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: Office Assistant

Department: Workforce Continuing Education

Campus/ Location: Beltline Education Campus

Length of Employment: Academic Year

Supervisor Name/ Email Address: Tina Ward/ Email: tward4@waketech.edu

Work Schedule: Monday through Friday; 8:00–12:00 or 1:00–5:00 (4-hours per day).

Job Description:

The Workforce Continuing Education ensures accurate, compliant, and high-quality continuing education programs by reviewing registration, reporting, and programming processes in accordance with state regulations, board policies, and the College’s Accountability and Integrity Plan. The Office is committed to delivering excellent customer service and continuously improving educational services and workforce training for students.

Qualifications:

Must display a positive demeanor and work well with others. Must be able to follow directives. Must display exemplary customer service for both internal and external customers. Must handle confidential student information without incident.

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: Before/After Care Staff

Department: Off Campus – Community Service Partner

Campus/ Location: Dynamic Opportunities, Raleigh, NC

Length of Employment: Academic Year

Supervisor Name/ Email Address: Antoinette Lebby/adlebby@waketech.edu

Work Schedule: TBD based on student schedule. Morning Care: 7:15am –8:45am, Afternoon: 3:00pm–5:30pm

Job Description:

Staff facilitate student social interactions including playing games, doing puzzles, making crafts, practicing our computer skills, watching movies, and sometimes just hanging out and socializing with one another. It's a blast! Background check required

Qualifications:

Looking for responsible college students interested/experienced in working with special needs youth. We will train.

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: Teaching Assistants

Department: Off Campus – Community Service Partner

Campus/ Location: Dynamic Opportunities, Raleigh, NC

Length of Employment: Academic Year

Supervisor Name/ Email Address: Antoinette Lebby/adlebby@waketech.edu

Work Schedule: 9am – 3pm (daily)

Job Description:

providing classroom support, 1:1 student support, tutoring students, managing student group activities, and providing administrative support for teachers such as making copies, setting up the classroom, etc. There is a background check requirement.

Qualifications:

Looking for responsible college students interested/experienced in working with special needs youth. We will train.

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: Film Ambassador

Department: Off Campus – Community Service Partner

Campus/ Location: Raleigh Film and Art Festival (Hybrid)

Length of Employment: Academic Year

Supervisor Name/ Email Address: Antoinette Lebby/adlebby@waketech.edu

Work Schedule: TBD based on student schedule. Hours are flexible and would be in the range of Mon. – Fri. 3:00pm–7:00pm

Job Description:

Ambassadors are responsible for planning, developing and implementing the overall content strategy. They are responsible for the management of the creation and production of online and offline marketing content.

Qualifications:

Advanced writing and editing skills. Excellent written and verbal communication skills. Ability to come up with creative ideas.
Strong leadership and management skills. Detailed knowledge of current online tools and marketing trends, including SEO. Ability to solve problems swiftly.

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: Athletics Operations Assistant

Department: Athletics

Campus/ Location: Southern Wake Campus/ Northern Wake Campus

Length of Employment: Fall/ Spring

Supervisor Name/ Email Address: Nicholas Owens/ Email: nbowens1@waketech.edu

Work Schedule: TBD based on student schedule and Athletics home calendar. Must be available to work nights and weekends.

Job Description:

Athletic Operations Assistant will enhance the game day experience while providing excellent customer service to community partners during Wake Tech hosted events. Athletic Operations Assistant will support the Athletics administration in providing athletic teams with supportive and engaging game day experience.

Qualifications:

Must be punctual, dependable, and willing to learn multiple skills in a short time. Must be able to work independently. Good verbal and written communication skills, and customer first service attitude required. Must have reliable transportation. Sport Management or Marketing degree seeking students preferred but not required. Experience with Adobe Creative, Photoshop, Reels, InDesign software preferred but not required.

Physical Requirements:

Ability to work actively for several hours at a time.
Able to sit, stand, walk, bend, kneel; lift and carry up to 25 lbs.

[Return To Main Menu](#)

Job Title: Peer Coach – Financial Wellness

Department: Student Money Management

Campus/ Location: Multiple Campuses

Length of Employment: Fall/ Spring

Supervisor Name/ Email Address: Melody Wiggins/mcwigginsl@waketech.edu

Work Schedule: Up to 20 hours per week. Flexible on schedule and location as presentations may occur on any campus.

Job Description:

The Peer Coach – Financial Wellness will play a crucial role in supporting the mission of the Student Money Management (SMM) program in the Care Center. The role requires the ability to travel to different campus locations and deliver presentations and workshops using provided technology and tools. The Peer Coach will also work one-on-one with students interested in learning more about financial wellness.

Qualifications:

The ideal candidate will: Enjoy public speaking, Enjoy creating and delivering presentations for a variety of audiences, Have strong organizational and time management skills, Have great interpersonal skills, Possess excellent written and verbal communication abilities, Exhibit proficiency in using email and calendar management tools
– Have a strong ability to work collaboratively

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: Social Media Assistant

Department: Student Money Management

Campus/ Location: Multiple Campuses

Length of Employment: Fall/ Spring

Supervisor Name/ Email Address: Melody Wiggins/mcwiggins1@waketech.edu

Work Schedule: Up to 20 hours per week. Location will primarily be at Eastern Wake, with some events taking place at other campuses.

Job Description:

The Social Media Assistant will provide a fresh perspective on content creation, trending topics, and viewing habits of the student community. You'll be creating and managing posts and/or reels to keep our Instagram and other social accounts active and engaging. On-camera presence and ability to entertain are paramount.

Qualifications:

Ideal candidates must:

- Have excellent written and verbal communication skills
- Enjoy being creative and artistic
- Have a strong knowledge of social media; Instagram, Reddit, etc...
- Enjoy collaboration with a small team

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: Best Buy Teen Tech Center Assistant
Department: Boys and Girls Clubs of Wake & Johnson Cnties
Campus/ Location: Fox Road Boys & Girls Club
Length of Employment: Fall/ Spring

Supervisor Name/ Email Address: Antoinette Lebby/ adlebby@waketech.edu

Work Schedule: Monday-Friday after 3pm as late as 8pm on school days; hours are flexible depending on applicant's needs and abilities

Job Description:The Best Buy Teen Tech Center at Fox Road Boys & Girls Club seeks an individual to assist the Coordinator of an innovative program called The Best Buy Teen Tech Center. The program provides support and resources for young people to pursue their interests and build upon their talents in STEAM and beyond.

The Best Buy Teen Tech Center Assistant position is a part-time position whose primary focus is assisting youth in the use of technology including, but not limited to, a music studio, laser cutter, 3D printer, vinyl cutter, gaming equipment, textile and apparel equipment, and various software. The assistant would primarily work after school hours during the school year, and throughout the day as available on teacher workdays, non-major holidays, and during the summer.

Qualifications:

- Experience working with youth, or desire to work with youth, in an after-school setting
- Experience with or willingness to learn how to use a wide variety of technologies including, but not limited to, music studio equipment, laser cutter, 3D printer, vinyl cutter, gaming equipment, textile and apparel equipment, and various software
 - Interest in learning about new technologies regularly
- Interpersonal skills, including an ability to get along with people of diverse backgrounds and abilities and a talent for making people feel welcome and included
 - A passion for learning and helping others to learn.
- Excellent organizational skills, including but not limited to inventory management

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: Teaching Assistant

Department: Dynamic Opportunities

Campus/ Location: Dynamic Opportunities, Raleigh, NC

Length of Employment: Academic Year

Supervisor Name/ Email Address: Antoinette Lebby/adlebby@waketech.edu

Work Schedule: 9-3pm daily

Job Description:

This would be a great opportunity for students who are thinking of working in the educational field or who are just interested in or good with special-needs kids. Responsibilities would include providing classroom support, 1:1 student support, tutoring students, managing student group activities, and providing administrative support for teachers such as making copies, setting up the classroom, etc. There is a background check requirement.

Qualifications:

This would be a great opportunity for students who are thinking of working in the educational field or who are just interested in or good with special-needs kids.

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: Administrative Intern

Department: The Raleigh Music Collective

Campus/ Location: The Raleigh Music Collective

Length of Employment: Academic Year

Supervisor Name/ Email Address: Antoinette Lebby/adlebby@waketech.edu

Work Schedule: TBD: Admin meeting 9am-12pm; Required: Tuesdays – Thursdays 3pm – 6:15pm

Job Description:

Assist on site at regularly scheduled South Raleigh Tuesday/Wednesday/Thursday classes. Assist with Squad Saturday. Maintain data entry including student information, attendance and progress. Set and maintain organized program/classroom spaces. Attend and assist with student registration, parent meetings, and special events. Assist with the ongoing inventory of instruments, repairs, music, and supplies and storage unit maintenance and organization. Assist with distribution and collection of registration forms and materials. Set-up and take-down assistance for rehearsal spaces, showcases, and special events

Qualifications:

Superior interpersonal skills with the ability to collaborate with people from diverse backgrounds. Detail oriented with strong organizational abilities. Experience working with computers and data entry (Google platform experience preferred). Physical labor required; ability to move chairs, instruments, and supplies between locations and floors

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: In-Person Mentor – Tutor for 2nd -12th Grade

Department: Youth Mentoring and Tutoring

Campus/ Location: Grow Your World – Panther Branch Rosenwalk School

Length of Employment: Academic Year

Supervisor Name/ Email Address: Antoinette Lebby/adlebby@waketech.edu

Work Schedule: Minimum commitment: one day per week Monday-Friday for 1 hour between 3:30pm-7:00pm (1 hour)
Maximum commitment: five days per week Monday-Friday for 3.5 hours each day between 3:30pm-7:00pm (17.5 hours)

Job Description:

Mentor-Tutors provide focused one-on-one and small-group academic and mentorship support based on student needs and the Mentor-Tutor's subject-area strengths. Working under the guidance of classroom teachers, Lead Teachers, Program Coordinators, and Grow Your World staff, Mentor-Tutors help create a supportive and encouraging environment where students can build academic confidence, strengthen learning skills, and grow socially and emotionally.

Qualifications:

Enjoys working with elementary and middle schoolers and supporting their growth. Enjoys learning from elders and seasoned leaders. Builds positive, trusting relationships with students. Communicates clearly and listens with empathy. Can adapt language for multilingual learners (MLLs). Dependable and punctual—students and staff count on you!. Prior experience tutoring, mentoring, babysitting, or working with children preferred but not required.

CPR/First Aid Certification (or willingness to obtain) preferred.

Commitment to JLBC Community Alliance's mission of supporting the academic and personal growth of K-12 students.

Physical Requirements:

N/A

[Return To Main Menu](#)

Job Title: Virtual Mentor-Tutor for 2nd-12th Graders

Department: Youth Mentoring and Tutoring

Campus/ Location: Virtual (Off-Campus)

Length of Employment: Academic Year

Supervisor Name/ Email Address: Antoinette Lebby/adlebby@waketech.edu

Work Schedule: Minimum commitment: 1 hour/1 day a week 6-8pm Monday-Thursday (Total 1 Hour/a Week)

Maximum commitment: 2 hours every Monday-Thursday from 6-8pm (Total 8 Hours/a Week)

Job Description:

Mentor-Tutors provide one-on-one academic support and mentoring to students via Zoom, with the goal of creating a supportive and engaging learning environment. Each Mentor-Tutor will work with the same student at the same time each week. However, flexibility is required to support other students in related subject areas as needed.

Qualifications:

Minimum commitment of 2 hours per week, available on Mondays through Thursdays from 6-8pm. Maximum: 8 hours per week. Capacity to tutor students in one or more academic areas at one or more school levels (elementary, Must middle, and/or high).

Access to a computer with working audio and camera or a tablet.

Physical Requirements: N/A

[Return To Main Menu](#)

Job Title: AFA Studio Assistant

Department: Foreign Languages and Fine Arts

Campus/ Location: Scott Northern Wake Campus

Length of Employment: Academic Year

Supervisor Name/ Email Address: Rebecca Smith/ rasmith7@waketech.edu

Work Schedule: Schedule is flexible, 8:00–9:00am, 11:30am–1:30pm; 3:30–5:00pm and afternoons are preferred. 20 hours/week.

Job Description:

The AFA Program Assistant would help the AFA Program Director and AFA Faculty plan and promote events, curate art exhibits, maintain the studio supplies, and have a chance to explore their creativity.

Qualifications:

Must be creative and flexible, willing to offer suggestions for system improvements. Ability to work with limited supervision and follow directions. Knowledgeable in Microsoft Word, Excel, and PowerPoint or Google Slides, etc.

Physical Requirements:

Able to stand, bend, crouch, and lift and carry 30lbs.

[Return To Main Menu](#)

Job Title: The Resiliency Collaborative – Youth Program Coordinator

Department: Youth Leadership Programs

Campus/ Location: 216 S. Wilmington St, Raleigh, NC

Length of Employment: Academic Year

Supervisor Name/ Email Address: Antoinette Lebby/adlebby@waketech.edu

Work Schedule: Requires a August 2026–May 2027 commitment to serving (given the importance of relationship building with teens and consistency) and general availability. Opens and closes weekly Wednesday evening in-person programming (5:00pm–8:00pm) – set up/clean up, greeting students/guest speakers, briefing leadership for the day and coordinating debrief. Ensures that space and equipment used for the program is clean and organized daily, lights are off, doors are shut tight and the system alarmed. Additional 4–7 hour time commitment during the week to support

Job Description:

Under the supervision of the Youth Program Manager (and support of the Director of Programs and Partnerships), the program coordinator is responsible for managing the

day-to-day functions of the Changemaker Youth Fellowship in accordance with the stated mission, goals, and policies established by the TRC. This position will assist with

youth development programming for youth fellows, evaluation assistance, communications (newsletter writing, social media content, email communications, etc.), program logistics, general staffing coverage duties and additional duties as assigned.

Qualifications:

Be passionate about the mission and values of The Resiliency Collaborative & use our models. Be able to professionally connect well with high school age students in a leadership capacity. Be independent and able to multitask/assist with various tasks as requested. Pass a background check given the age of students we work with. Possess strong attention to detail, excellent communication skills, the ability to work independently as well as part of a team, a strong work ethic – including a strong attendance record and meeting deadlines, and the ability to build and maintain positive productive relationships with those we serve. Maintaining professional confidentiality and understanding mandated reporting is essential in your position.

[Return To Main Menu](#)

Job Title: Juntos Program Assistant (Bilingual)
Department: Admissions and Outreach
Campus/ Location: Remote, East Wake, and Knightdale High Schools
Length of Employment: Academic Year
Supervisor Name/ Email Address: Leidy Carmona/ ljcarmona@waketech.edu
Work Schedule: Monday-Friday 2:30pm-6:30pm

Job Description:

The Juntos Program Assistant will support the Juntos 4-H program, which empowers 8th-12th grade students and their families with the knowledge, skills, and resources to prevent youth from dropping out of school and to promote access to post-secondary education. This role offers a unique opportunity to make a lasting impact on families across North Carolina and beyond. Work-study students in this role will assist with planning and executing Juntos programming, data entry, content

creation, tutoring, and event participation including:

Juntos Family Nights at local middle and high schools

Juntos 4-H Clubs in partnership with county coordinators

NC State and county-level Juntos events (college fairs, youth summits, etc.)

Childcare support during select in-person events

Virtual tutoring sessions for middle and high school students

Team meetings and trainings led by the Juntos leadership team

Qualifications:

Bilingual in English and Spanish (required). Federal Work-Study eligible. Strong organizational and time management skills. Creative and enthusiastic about youth development

Experience working with youth and/or families is a plus. Comfortable using Microsoft Excel and Google Drive. Reliable, self-directed, and able to work flexible hours

Collaborative mindset with the ability to work remotely or in-person

Physical Requirements:

N/A

[Return To Main Menu](#)