

**WAKE TECH COMMUNITY COLLEGE
2019 – 2020 WORK-STUDY JOB DESCRIPTIONS**

Agency Name: Wake Technical Community College

Department Name: Mathematics, Sciences, and Engineering Division

Position/Classification of Job Title: Office Assistant

Position Location: Southern Wake Campus

Supervisor Name: Karen Gibbons

Agency Address: 9101 Fayetteville Rd, Raleigh, North Carolina 27603

Agency's Mission Statement and Description of Clients Served: The mission of Wake Technical Community College is to improve and enrich lives by meeting the lifelong education, training, and workforce development needs of the communities it serves; to promote individual success in the workplace and in higher education; and to increase entrepreneurship as well as cultural, social, and economic development. In pursuit of its mission, the college adheres to an open door admissions policy by offering quality, accessible, and affordable education opportunities to all adults regardless of age, sex, socioeconomic status, ethnic origin, race, religion, or disability. To meet the needs of the citizens of Wake County, the college focuses on providing support services, resources, community outreach and partnerships; programs in basic skills development; vocational, technical, and occupational training; and college/university transfer preparation.

How many student jobs may be available at your agency during the next Academic Year? (August - May) 2

How many student jobs may be available at your agency next summer? (Late May-July) 1

Job Description: Interacts with dean, department heads, division secretary, faculty, division's service areas, and other Wake Tech personnel when the need arises. Provides clerical assistance for the Mathematics, Sciences, and Engineering Division.

Department Description: The Mathematics, Sciences & Engineering Division is responsible for teaching astronomy, biology, chemistry, engineering, geology, math, and physics courses. The division is responsible for the Associate in Engineering and Associate in Science degrees as part of university transfer. We also service various career programs needing courses in the above listed disciplines. In addition to our curriculum courses, we also have a strong STEM (Science, Technology, Engineering & Math) co-curricular program that includes STEM centers, STEM Day, and the START (STEM Academic Research & Training) Internship program.

Responsibilities: Greets students when the need arises, runs errands as well as screens, prioritizes, pick-up and processes mail. Assist with textbook orders (making copies, pulling book orders etc.) and helps maintain an inventory of selected institutional forms and supplies. Assists with letters, memos, and other internal and external forms of communication. Prepares large volume mailings (label and stuff envelopes), etc. Assists dean, faculty, department heads and division secretary as needed. Performs other job-related duties as assigned in support of the College's goals and objectives.

Qualifications: Must have a high school diploma or equivalent and a current Wake Tech student. Must have good typing and organizational skills and the ability to work independently. Some MS Office skills required.

Physical Requirements (if applicable): Occasionally, you may need to bend over and replace paper in the copy machines or move boxes around in the storage room. You will also need to go the mailroom and pick up our mail and print jobs. Must be able to lift 5 lbs.

Special training or additional requirements (if any): N/A

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): Days and hours may vary according to the student's schedule and the division needs.

Agency Name: Taylor Family YMCA

Department Name: Youth Department

Position/Classification of Job Title: Middle School After School Counselor

Position Location: Taylor Family YMCA

Supervisor Name: Catherine Dalton

Agency Address: 101 YMCA Drive, Cary, North Carolina. 27513

Agency's Mission Statement and Description of Clients Served: "To put Christian principles into practice through programs that promote healthy spirit, mind and body for all."

How many student jobs may be available at your agency during the next Academic Year? (August - May): 8

How many student jobs may be available at your agency next summer? (Late May-July): 10+

Job Description: Under the direct supervision of the Director and Assistant Director of PTAS, the youth counselor is responsible for the group control, safety of the children and day to day programming of activities.

Department Description: YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fundraising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work, and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Responsibilities:

Minimum Requirements

KNOWLEDGE AND SKILLS: This position requires a desire to work children. Must be a positive role model for the children.

PRINCIPLE RESPONSIBILITIES: Responsibilities include, but are not limited to the following: Leads and participates in all activities with the children. Communicates with office manager concerning huddle activity sites. Responsible for safety and well-being of all children in their assigned huddle. Helps to implement character traits and is a positive role model. Build positive relationships with children and staff by constantly serving their needs and concerns. Attends all staff meetings, training programs, and family nights. Daily enthusiasm and begin each day with a smile. Maintains a positive attitude. Maintains group control at all times.

Possesses great people skills and is sensitive to the needs of others. Handles discipline when necessary. Knows daily head counts. Provides direction and motivation for children in the program. Be prepared before program begins each day (supplies, games, etc.). Adheres to dress code at all times.

Qualifications: Must be 16 years old and pass a background check

Physical Requirements (if applicable): Requires corrected vision and hearing to normal range, or special accommodations made of sufficient nature for completion of assigned tasks. Ability to communicate clearly through speech and understanding of the English language. Ability to walk, stand, kneel, stoop and manual dexterity. Ability to lift a maximum of 40 pounds.

Special training or additional requirements (if any):

Pay Rate: Off Campus - \$11.00/hr.

Length of Employment: Academic Year

Work Schedule (Days/Hours): August 26th 2019-June 19th 2020

Agency Name: Wake Technical Community College

Department Name: Scott North Wake Library

Position/Classification of Job Title: Student Library Assistant/Office Assistant I

Position Location: Scott North Wake Campus

Supervisor Name: Jeffrey Todd Nuckolls

Agency Address: 6600 Louisburg Road, Raleigh, NC, North Carolina 27610

Agency's Mission Statement and Description of Clients Served: It is the mission of the Wake Technical Community College Libraries to seek, evaluate, obtain and facilitate the use of resources and information that support the college's curricula, student and faculty resource needs, and overall community information expectations. These activities include providing instruction in multiple formats to stimulate and support information literacy. Wake Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500, www.sacscoc.org, for questions about the accreditation of Wake Technical Community College.

How many student jobs may be available at your agency during the next Academic Year? (August - May) 4

How many student jobs may be available at your agency next summer? (Late May-July) 2

Job Description: Student library assistants are helpful to the library's mission to provide excellent customer service and help patrons locate information.

Department Description: Wake Technical Community College Libraries to seek, evaluate, obtain and facilitate the use of resources and information that support the college's curricula, student and faculty resource needs, and overall community information expectations. These activities include providing instruction in multiple formats to stimulate and support information literacy.

Responsibilities: The position includes the following: Assist library staff and patrons at circulation desk and on the phone. Help patrons locate items in the collection. Help with light computer troubleshooting per patron requests. Perform shelf reading duties as well as shelving of library materials according to proper call number order using the Library of Congress Classification system. Assist with library collection by helping process new items, weeding old materials, and shifting as needed. Keep library neat by placing chairs under the tables, pick-up paper off the floor and tables, etc. Check IDs at the door as needed. Assist with filing, printers, photocopiers, and other projects as assigned. Assist in opening or closing of library if shift coincides with these times. Other projects as assigned.

Qualifications: Pleasant attitude; Good customer service skills; Good computer skills; knowledgeable in Microsoft Word and Excel; Punctual and responsible; Able to handle confidential student information without incident

Physical Requirements (if applicable): Able to stand, bend, crouch; lift and carry up to 25 lbs; Able to move loaded book cart

Special training or additional requirements (if any): NA

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): 20 hours, M-F

Agency Name: Wake Technical Community College

Department Name: Math and Science (MSE)

Position/Classification of Job Title: Lab Assistant for Biology at Northern Wake Campus

Position Location: Northern Wake Campus

Supervisor Name: Riann Shackett

Agency Address: 6600 Louisburg Rd, Raleigh, North Carolina. 27616

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How many student jobs may be available at your agency during the next Academic Year? (August - May): 2

How many student jobs may be available at your agency next summer? (Late May-July): 1

Job Description: The biology lab assistant will assist the biology lab technician with setting up and maintaining weekly labs, preparing solutions, cleaning, organizing, keeping stock of all supplies, and other duties as needed.

Department Description: Math and Science division of Wake Technical Community college

Responsibilities: Check designated prep areas for glassware that needs to be washed, put clean glassware away in labs and prep areas, refill all water and cleaner bottles in labs, replenish supplies for the current lab as needed, organize supplies on the tables and student benches, gather supplies for the next weeks lab, prepare solutions for labs following

supervisor's instructions, assist with breakdown of previous lab to prepare for next lab, including wiping down all benches, tables and equipment, putting away supplies according to supervisor's instruction, and checking sinks for any debris to be discarded. Assist in setting up lab using prep sheets and supervisor's instruction, tidy up prep areas and stock room, assist with preparation of media for microbiology as needed, assist with disposal of specimens, make copies of lab procedures and any handouts used during lab, assist with inventory of chemicals, equipment, and other supplies. Check all eyewash stations weekly and safety showers monthly.

Qualifications: Basic knowledge of laboratory equipment, ability to do simple math, understanding of basic lab safety and ability to work in a safe manner as well as wear PPE (we also provide training), and basic computer skills. Must be dependable, able to follow instructions and have an interest in working in the laboratory. Student who has taken Bio 110 or 111 or higher BIO coursework is preferred.

Physical Requirements (if applicable): Ability to work actively for several hours at a time. Ability to lift at least 25 lbs.

Special training or additional requirements (if any):

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): TBD based on student schedule.

Agency Name: Wake Technical Community College

Department Name: Math and Science (MSE)

Position/Classification of Job Title: Biology Lab Assistant

Position Location: Southern Wake Campus

Supervisor Name: Elham Karimimehr

Agency Address: 9101 Fayetteville Rd, Raleigh, North Carolina. 27603

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How many student jobs may be available at your agency during the next Academic Year? (August - May): 2

How many student jobs may be available at your agency next summer? (Late May-July): 1

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.

Department Description: Math and Science division of Wake technical Community College

Responsibilities: Check designated prep areas for glassware that needs to be washed, put clean glassware away in labs and prep areas, refill all water and cleaner bottles in labs, replenish supplies for the current lab as needed, organize supplies on the tables and student benches, gather supplies for the next weeks lab, prepare solutions for labs following supervisor's instructions, assist with breakdown of previous lab to prepare for next lab, including wiping down all

benches, tables and equipment, putting away supplies according to supervisor's instruction, and checking sinks for any debris to be discarded. Also responsible to assist in setting up lab using prep sheets and supervisor's instruction, tidy up prep areas and stock room, assist with preparation of media for microbiology as needed, assist with disposal of specimens, make copies of lab procedures and any handouts used during lab, assist with inventory of chemicals, equipment, and other supplies, and check all eyewash stations weekly and safety showers monthly.

Qualifications: Basic knowledge of laboratory equipment, ability to do simple math, understanding of basic lab safety and ability to work in a safe manner as well as wear PPE (we also provide training), and basic computer skills. Must be dependable, able to follow instructions and have an interest in working in the laboratory. Student who has taken Bio 110 or 111 or higher BIO coursework is preferred.

Physical Requirements (if applicable): Ability to Work actively for several hours at a time. Ability to lift at least 25 lbs.

Special training or additional requirements (if any):

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): TBD based on student schedule. Work window M-F 7AM-6PM.

Agency Name: Wake Technical Community College

Department Name: Academic Advising Department

Position/Classification of Job Title: Office Assistant

Position Location: Scott Northern Wake Campus

Supervisor Name: Katina Beasley

Agency Address: 6600 Louisburg Road, Raleigh, North Carolina. 27616

Agency's Mission Statement and Description of Clients Served: Academic Advising at Wake Technical Community College teaches students to develop and implement their education and career plans to reach their goals.

How many student jobs may be available at your agency during the next Academic Year? (August - May): 5

How many student jobs may be available at your agency next summer? (Late May-July): 2

Job Description: Clerical tasks to include but not limited to: Assist Director of Advising, Academic Advisors, and Office Staff in filing, organizing and alphabetizing records, photocopying, typing projects in Microsoft Word, Excel and PowerPoint, responding to inquiries, new student folder preparations, collating materials and other duties assigned.

Department Description: Academic Advising delivers engaging learning experiences integral to student retention, completion, and success.

Responsibilities: Assist Director of Advising, Academic Advisors, and Office Staff with tasks that include but not limited to: filing, organizing and alphabetizing records, photocopying, typing projects in Microsoft Word, Excel and PowerPoint, responding to inquiries, new student folder preparations, collating materials and other duties assigned.

Qualifications: Must be punctual, dependable, outgoing and dress appropriately for an office setting. Must have a pleasant attitude, good customer service skills, good computer skills, eager to work, punctual, be able to handle confidential student information without incident. Good verbal and written communication skills. Good organization and file management skills. Knowledgeable in Microsoft Word and Excel software, be punctual, dependable, and outgoing. Work harmoniously with staff, faculty and the general public. Accurately maintain time record. 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 (if applicable): N/A

Special training or additional requirements (if any): N/A

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): Monday - Thursday 8:00 a.m. - 6:00 p.m.
Friday - 8:00 a.m. - 5:00 p.m.

Agency Name: Wake Technical Community College

Department Name: Math and Science (MSE)

Position/Classification of Job Title: Chemistry Lab Assistant - Northern Wake Campus

Position Location: Northern Wake Campus

Supervisor Name: Sahel Shahroudi

Agency Address: 6600 Louisburg Rd, Raleigh, North Carolina. 27616

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How many student jobs may be available at your agency during the next Academic Year? (August - May): 2

How many student jobs may be available at your agency next summer? (Late May-July): 2

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

Department Description: Math and Science division of Wake Technical Community College

Job Responsibilities: Maintain a current and running inventory of all materials, assist in ordering yearly materials, check designated prep areas for glassware that needs to be washed, do general maintenance and cleanup of all lab stations and other indicated areas, refill all water and cleaner bottles in labs. Organize supplies on the tables and student benches, prepare solutions for labs following supervisor's instructions, assist with breakdown of previous lab to prepare for next lab, including wiping down all benches, tables and equipment, putting away supplies according to supervisor's instruction, and checking sinks for any debris to be discarded. Must be dependable, able to follow instructions and have an interest in working in the laboratory. Tidy up prep areas and stock room, make copies of lab procedures and any handouts used during lab and check all eyewash stations weekly and safety showers monthly.

Physical Requirements (if applicable): Ability to work actively for hours at a time. Ability to lift at least 25 lbs.

Special training or additional requirements (if any): Student who has taken Chemistry 151 or higher Chemistry coursework is preferred.

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): TBD based on student schedule

Agency Name: Boys & Girls Clubs

Department Name: Clubs

Position/Classification of Job Title: Education Program Assistant

Location: Raleigh Boys Club, Raleigh Girls Club, Wake Forest Boys & Girls Club, Zebulon Boys & Girls Club, Washington Elementary School Boys & Girls Club or Brentwood Boys & Girls Club

Supervisor Name: Jessica M Bullock

Agency Address: 701 N. Raleigh Blvd. Raleigh, North Carolina 27610

Agency's Mission Statement and Description of Clients Served: Our Mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Boys & Girls Clubs has been serving Wake County, NC young kids and teenagers to help them reach their full potential as productive, caring and responsible citizens for over 50 years. We operate seven neighborhood Clubs across Wake County, with an amazing Teen Center in the heart of Raleigh. Through the tireless work of our staff and volunteers, we ensure every kid, especially those who are most in need, has the greatest opportunity to succeed in school, at work and, in life.

How many student jobs may be available at your agency during the next Academic Year? (August - May): 5

How many student jobs may be available at your agency next summer? (Late May-July): 5

Job Description: The Education Programs Assistant's job is to help organize, plan, conduct and evaluate the homework assistance program for Club members. He/she may also be involved in tracking educational progress of members in the program.

Department Description: The education program exists to support Club members in reaching their goals in their educational pursuits.

Responsibilities: The Education Programs Assistant's job is to help organize, plan, conduct and evaluate the homework assistance program for Club members. He/she may also be involved in tracking educational progress of members in the program.

Qualifications: Experience or course of study in elementary, secondary education, child development or child psychology. Enthusiastic and creative individual with the ability to work directly with members. Ability to communicate orally and in written form with members, parents and volunteers. Ability to market program and activities. Ability to work with large groups of members. Application of discipline consistent with and appropriate to the goals of the Boys & Girls Club. The ideal candidate will be fluent in both English and Spanish.

Physical Requirements (if applicable):

Special training or additional requirements (if any): on-line and in person training will be provided before working in a Boys & Girls Club. Background check is required.

Pay Rate: Off Campus - \$11.00/hr.

Work Schedule (Days/Hours): hours are flexible and would be in the range of Monday-Friday 3:00-7:00

Agency Name: Wake Technical Community College

Department Name: Health Sciences Division

Position/Classification of Job Title: Office Assistant

Position Location: 2901 Holston Lane, Perry Health Sciences Campus, Raleigh, North Carolina. 27610

Supervisor Name: Barbara Coles

Agency Address: 2901 Holston Lane, Perry Health Sciences Campus, Raleigh, North Carolina. 27610

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How many student jobs may be available at your agency during the next Academic Year? (August - May): 2

How many student jobs may be available at your agency next summer? (Late May-July): 2

Job Description: This individual will perform a range of reception area and office support tasks.

Department Description: Health Sciences programs provide the knowledge and skills for challenging and rewarding careers in hospitals, labs, physician practices, nursing homes, and other health care settings.

Responsibilities: Welcome and direct visitors to appropriate personnel or location, operate a multi-line telephone system to include forwarding calls to appropriate personnel or department (will train), handle confidential information without incident, communicate with Security on any campus emergencies and with facilities on maintenance issues, assist Health Sciences Provost, Dean, Administrative Assistants, and Department Heads as requested. Other duties as assigned

Qualifications: Have good customer relations skills and telephone etiquette and basic computer skills, to include Microsoft Office products. Able to manage multiple tasks at the same time and work independently as well as cooperatively in a team environment.

Physical Requirements (if applicable): None

Special training or additional requirements (if any): None

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): TBD, preferably 10-2 or 2-6

Agency Name: Wake Technical Community College

Department Name: Math and Science (MSE)

Position/Classification of Job Title: Lab Assistant at RTP campus

Position Location: RTP Campus

Supervisor Name: Tynan Patrick

Agency Address: 10908 Chapel Hill Rd, Morrisville, North Carolina. 27560

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How many student jobs may be available at your agency during the next Academic Year? (August - May): 1

How many student jobs may be available at your agency next summer? (Late May-July): 0

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.

Department Description: Math and Science division of Wake Technical Community College

Responsibilities: Check designated prep areas for glassware that needs to be washed, put clean glassware away in labs and prep areas, refill all water and cleaner bottles in labs. Replenish supplies for the current lab as needed, organize supplies on the tables and student benches, gather supplies for the next week's lab and prepare solutions for labs following supervisor's instructions. Assist with breakdown of previous lab to prepare for next lab, including wiping down all benches, tables and equipment, putting away supplies according to supervisor's instruction, and checking sinks for any debris to be discarded. Assist in setting up lab using prep sheets and supervisor's instruction. Tidy up prep areas and stock room, assist with preparation of media for microbiology as needed. Assist with disposal of specimens. Make copies of lab procedures and any handouts used during lab. Assist with inventory of chemicals, equipment, and other supplies. Check all eyewash stations weekly and safety showers monthly.

Qualifications: Basic knowledge of laboratory equipment, ability to do simple math, understanding of basic lab safety and ability to work in a safe manner as well as wear PPE (we also provide training), and basic computer skills. Must be dependable, able to follow instructions and have an interest in working in the laboratory. Student who has taken Bio 110 or 111 or higher BIO coursework is preferred.

Physical Requirements (if applicable): Ability to work actively for several hours at a time. Ability to lift 25 lbs.

Special training or additional requirements (if any):

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): TBD based on student schedule.

Agency Name: Wake Technical Community College

Department Name: Business Services

Position/Classification of Job Title: Office Assistant

Position Location: Scott Northern Wake Campus

Supervisor Name: Shawnda Holley

Agency Address: 6600 Louisburg Road, Raleigh, North Carolina. 27616

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How many student jobs may be available at your agency during the next Academic Year? (August - May): 1

How many student jobs may be available at your agency next summer? (Late May-July): 1

Job Description: Students hired as Business Services Office Assistants will perform clerical and mailroom duties and assist with restocking and distributing of office supplies and perform other duties as assigned.

Department Description: Business Services provides goods and services to all Wake Tech divisions and departments to support instruction, research, and college administration.

Responsibilities: Assists with picks-up, sorts, and distribution of mail and small packages in a timely, reliable and confidential manner; assist with distributing office supplies and toner to College employees; assist with restocking of office supplies, paper and toner

Qualifications: Must have a pleasant attitude, good customer service skills, computer skills that include Microsoft Word and Excel, eager to work, punctual and able to handle confidential information without incident.

Physical Requirements (if applicable): N/A

Special training or additional requirements (if any): N/A

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): TBD preferably 9-1 or 10-2

Agency Name: Wake Technical Community College

Department Name: Academic Advising

Position/Classification of Job Title: Office Assistant

Position Location: Southern Wake Campus - SL 121

Supervisor Name: Shawna Barrow

Agency Address: 9101 Fayetteville Road SL-121, Raleigh, North Carolina. 27603

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an open-door admissions policy by offering quality, accessible, and affordable education opportunities to all adults regardless of age, sex, socioeconomic status, ethnic origin, race, religion, or disability. To meet the needs of the citizens of Wake County, the college focuses on providing support services, resources, community outreach, and partnerships; programs in basic skills development; vocational, technical, and occupational training; and college/university transfer preparation.

How many student jobs may be available at your agency during the next Academic Year? (August - May): 1

How many student jobs may be available at your agency next summer? (Late May-July): 1

Job Description: Clerical tasks to include but not limited to: Assist Director of Advising, Academic Advisors, and Office Staff in filing and alphabetizing, photocopying, typing projects in Microsoft Word, Excel and PowerPoint, responding to inquiries, new student folder preparations, and other duties assigned.

Department Description: Academic advising is an interactive process between, the student, and advisor. Students share information about their interests, skills, and abilities so that the advisor can help set academic goals and develop an education plan for reaching those goals. Academic advising is one of the most critical components of student success.

Responsibilities: Prepare new student folder, cover front desk, assist students with looking-up their faculty advisor, and pull voicemail message from advising phone. Assist with college transfer events. Create event flyers/calendar. Make certain there are no outdated flyers in the advising lobby or cabinet in main lobby. Make copies of frequently used advising documents. Keep inventory of office supplies. Other duties as assigned.

Qualifications:

Primary Skills Required: Must be punctual, dependable, outgoing and dress appropriately for an office setting. Must have a pleasant attitude, good customer service skills, good computer skills, eager to work, punctual, be able to handle confidential student information without incident. Knowledgeable in Microsoft Word and Excel software. , be punctual, dependable, and outgoing. Work harmoniously with staff, faculty and the general public. Accurately maintain time record.

Physical Requirements (if applicable): NA

Special training or additional requirements (if any): NA

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): Monday/Wednesday/Friday - 12-2 p.m. and Tuesday/Thursday 4-6 p.m. preferred; however, able to work around the student school schedule.

Agency Name: Wake Tech Student Activities - Perry Health Sciences Campus

Department Name: Student Life - Student Activities

Position/Classification of Job Title: Office Assistant I

Position Location: Perry Health Sciences Campus

Supervisor Name: Kela Farmer

Agency Address: 2901 Holston Lane, Raleigh, North Carolina. 27610

Agency's Mission Statement and Description of Clients Served: Student Activities at Wake Tech includes the Student Government Association (SGA) and its Executive Board along with an extensive variety of programs, clubs, and organizations designed to engage and inspire students. These groups offer valuable leadership experiences, connections to professional organizations, networking opportunities, and special events that enrich students' lives – during the college years and beyond.

How many student jobs may be available at your agency during the next Academic Year? (August - May): 1

How many student jobs may be available at your agency next summer? (Late May-July): 0

Job Description: The Student Activities Work-Study will be expected to assist the Perry Health Sciences Campus Student Activities Coordinator in filing, organization, inventory, and other office duties. Student help with promoting, setting up and working Student Activities/Student Government Association sponsored events. Other duties or special projects as assigned.

Department Description: Student Activities at Wake Tech is the home to over 50 student clubs and Student Government Association. We provide a variety of programs, clubs, and organizations designed to engage and inspire students. As a department, we seek to create an inclusive campus community outside, but working in tandem, with classroom goals and objectives as well as encourage student interaction and development to all Wake Tech Community College students.

Responsibilities: Promoting Checking in, welcoming, executing, and breaking down Student Government Association and Student Activity sponsored events. Researching event ideas and outreach opportunities ideal of health-focused students. Answering general questions about existing club and organization interest within Student Activities Department. Supporting students in establishing new student clubs. Work with Student Government Association member to plan and execute social and educational programming. Organizing department promotional materials. Communicating with students about student needs and programming opportunities.

Qualifications: Ability to effectively and tactfully communicate with students, peers, and supervisors. Data entry into a Microsoft Excel spreadsheet and other Microsoft office programs. Applicant must be mature, dependable, and possess basic mediation skills. Comfortable working individually and in team environments. Strong leadership skills, be comfortable meeting new people. Willingness to tackle new projects.

Physical Requirements (if applicable): This position will require occasional bending, standing, lifting up to 35 pounds or less (with or without assistance/accommodation). Must be able to work indoors and outdoors for special events.

Special training or additional requirements (if any): Interested applicants should be able familiar with Student Activities and/or Student Government Association functions and goals. Interested applicants will be assigned to the Perry Health Campus the majority of their scheduled time, but may be offered the opportunity to report to work at any other Wake Tech Campus based on departmental needs and will be fully responsible for their transportation.

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): Work hours for this position will be available from Monday to Friday 9 am to 4 pm; with a maximum of 20 hours per week.

Agency Name: Wake Technical Community College

Department Name: Math, Science & Engineering Division

Position/Classification of Job Title: Assistant to Associate Dean

Position Location: Northern Wake Campus

Supervisor Name: Jackie Swanik

Agency Address: 6600 Louisburg Rd. Raleigh, North Carolina. 27616

Agency's Mission Statement and Description of Clients Served: The Associate in Science (AS) and the Associate in Engineering (AE) degrees provide a solid general education foundation for students who want to pursue a four-year degree in areas of study such as computer science, engineering, mathematics, the sciences, or professional programs that require a strong background in mathematics and sciences. Associate degree programs are part of the Comprehensive

Articulation Agreement, which facilitates the transfer of students between institutions in the North Carolina Community College System and the University of North Carolina System.

How many student jobs may be available at your agency during the next Academic Year? (August - May): 3

How many student jobs may be available at your agency next summer? (Late May-July): 2

Job Description: Assist the assistant to the dean and the dean with routine office tasks for the division office, and departmental offices as assigned by the assistant to the dean. Assist faculty and students with general inquiries. Support STEM initiatives, including STEM Center and STEM events.

Department Description: We serve the Associate of Science and Associate of Engineering transfer degrees. In addition, we serve other career programs by offering math, science and engineering courses. We serve students, faculty, and staff of the college.

Responsibilities: A. Use basic features in Microsoft Word and Excel to create and edit general office documents as needed. Answer telephone calls and greet internal and external customers. Support division secretary with routine tasks. Verify accuracy of completed internal forms for processing. Deliver routine documents to various service areas on Main Campus. Assist faculty with obtaining supplies for classroom use. Direct students to appropriate service areas for assistance. Distribute mail and other general office tasks. Communicate concerns, problems, and suggestions to division secretary. Organize and update storage areas, and filing as directed. Maintain a positive and professional attitude.

Qualifications: Must have good typing skills, good organizational skills, the ability to work independently and some MS Office 2000 skills. Must have excellent communication skills, written and oral as well as the ability to work in detail with a high degree of accuracy. Must have the ability to work under pressure and work harmoniously with the staff, faculty, and general public.

Physical Requirements (if applicable): NA

Special training or additional requirements (if any): NA

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): Flexible

Agency Name: Wake Technical Community College

Department Name: Student Activities

Position/Classification of Job Title: Office Assistant I

Position Location: Southern Wake Campus - SL 128

Supervisor Name: Christy Shields

Agency Address: 9101 Fayetteville Rd, Building L, Suite 128, Raleigh, North Carolina. 27603

Agency's Mission Statement and Description of Clients Served: Student Activities at Wake Tech includes the Student Government Association (SGA) and its Executive Board along with an extensive variety of programs, clubs, and organizations designed to engage and inspire students. These groups offer valuable leadership experiences, connections to professional organizations, networking opportunities, and special events that enrich students' lives – during the college years and beyond.

How many student jobs may be available at your agency during the next Academic Year? (August - May): 3

How many student jobs may be available at your agency next summer? (Late May-July): 2

Job Description: The Student Activities Work-Study will be expected to assist the Southern Wake Campus Student Activities team in filing, organization, inventory, and other daily office duties. They will be expected to help with promoting, setting up and working Student Activities/Student Government Association sponsored events. Other duties or special projects as assigned.

Department Description: Student Activities at Wake Tech is the home to over 50 student clubs, organizations, and the Student Government Association. We provide a variety of programs, clubs, and organizations designed to engage and inspire students. As a department, we seek to create an inclusive campus community outside, but working in tandem, with classroom goals and objectives as well as encourage student interaction and development to all Wake Tech Community College students.

Responsibilities: Welcome visitors in the office suite and direct them to personnel offices as needed. Provide front desk coverage and maintain excellent customer service skills. Answer general questions about existing clubs and organizations as well as questions regarding the creation and activation of a new club or organization.

Research event ideas and outreach opportunities for Southern Wake Campus. Work with Student Government Association members to plan and execute social and educational programs. Organize promotional materials for Student Activities, SGA, clubs, and organizations. Communicate with students about student needs and programming opportunities. Assist professional staff with the promotion, set-up, execution, break-down, and assessment of Student Activities and SGA sponsored events. Other duties or special projects as assigned.

Qualifications: Ability to effectively and tactfully communicate with students, peers, and supervisors (in-person, on the phone, and via e-mail correspondence). Data entry using Microsoft Excel spreadsheets and other Microsoft Office programs. Applicant must be mature, dependable, and possess basic mediation skills. Applicant must be comfortable working individually and in team environments. Must possess strong leadership skills and be comfortable meeting new people. Willingness to take initiative and tackle new projects. Must have strong customer service skills and friendly demeanor. Must be flexible and receptive to varying day-to-day tasks.

Physical Requirements (if applicable): This position will require occasional bending, standing, lifting up to 40lbs or less (with or without assistance/accommodation). Must be able to work indoors and outdoors for special events.

Special training or additional requirements (if any): Interested applicants should be able familiar with Student Activities and/or Student Government Association functions and goals. Additionally, it is strongly preferred that students have blocks of time in their availability to work.

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): Work hours for this position will be available from Monday to Friday 8:00am to 5:00pm; with a maximum of 20 hours per week.

Agency Name: Wake Technical Community College

Department Name: Enrollment and Student Services

Position/Classification of Job Title: Office Assistant I

Position Location: RTP Campus

Supervisor Name: Wendy Cook

Agency Address: 10908 Chapel Hill Rd., Morrisville, North Carolina 27560

Agency's Mission Statement and Description of Clients Served: The mission of Wake Technical Community College is to improve and enrich lives by meeting the lifelong education, training, and workforce development needs of the communities it serves; to promote individual success in the workplace and in higher education; and to increase entrepreneurship as well as cultural, social, and economic development.

How many student jobs may be available at your agency during the next Academic Year? (August - May): 1

How many student jobs may be available at your agency next summer? (Late May-July): 2

Job Description: This position will provide administrative support assistance for the Enrollment and Student Services office of the RTP campus. Clerical tasks to include but not limited to: Assist Dean of Enrollment and Student Services, Academic Advisors, and Office Staff in filing and alphabetizing, photo copying, typing projects in Microsoft Word, Excel and PowerPoint, answering phones and taking messages, responding to inquiries, new student folder preparations, and other duties assigned.

Department Description: Enrollment and Student services at RTP campus is the first office for all new and incoming students. The office also serves current students. The office consists of testing, advising, enrollment, admissions, registrar/records, and financial aid.

Responsibilities: Clerical tasks to include but not limited to: Assist Dean of Enrollment and Student Services, Academic Advisors, and Office Staff in filing and alphabetizing, photo copying, typing projects in Microsoft Word, Excel and PowerPoint, answering phones and taking messages, responding to inquiries, new student folder preparations, assisting students through the admissions process, assisting students through the registration process, other duties as assigned.

Qualifications: Must be punctual, dependable, outgoing and dress appropriately for an office setting. Must have a pleasant attitude, good customer service skills, good computer skills, eager to work, punctual, be able to handle confidential student information without incident. Knowledgeable in Microsoft Word and Excel software. Work harmoniously with staff, faculty and students.

Physical Requirements (if applicable): Must be able to stand for a period of time and lift up to 20 pounds.

Special training or additional requirements (if any): NA

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): The office is open M-Thursday 8-6 and Fridays 8-5.

Agency Name: Wake Technical Community College

Department Name: Registration & Records

Position/Classification of Job Title: Office Assistant I

Position Location: Scott Northern Wake Campus

Supervisor Name: Jasmine C. Harris

Agency Address: 6600 Louisburg Road, Raleigh, North Carolina 27616

Agency's Mission Statement and Description of Clients Served: The mission of Wake Technical Community College is to improve and enrich lives by meeting the lifelong education, training, and workforce development needs of the communities it serves; to promote individual success in the workplace and in higher education; and to increase entrepreneurship as well as cultural, social, and economic development.

How many student jobs may be available at your agency during the next Academic Year? (August - May): 2

How many student jobs may be available at your agency next summer? (Late May-July): 1

Job Description: This position provides prompt and courteous assistance and general information to students and other visitors both in-person and by telephone relating to registration and student records at the Scott Northern Wake campus.

Department Description: Registration and Records provides service and guidance to students and supports the academic mission, core values and policies of Wake Technical Community College.

Responsibilities: Greet, check-in and assist walk-in students with registering for classes and other registration issues. Direct students to complete appropriate paper and/or electronic request forms including transcript requests, residency determination, enrollment verification, transfer evaluation, permanent record changes, course withdrawals and graduation applications. Answer phones and direct calls as needed to appropriate student records specialist or supervisor. Check voicemail system daily and return calls as necessary. Direct students to appropriate areas on the registrar's office website and redirect students to other departments as needed (Admissions, Advising, Testing, DSS, Financial Aid, etc.). Ensure that the lobby area is neat, files are organized and forms are stocked. Deliver/retrieve mail from mailroom and deliver receipts to cashier, as necessary.

Qualifications: Must exhibit pleasant attitude and excellent customer service skills as well as the ability to maintain confidentiality of student information. Familiarity with Self-Service and the Wake Tech website along with working knowledge of operating basic office equipment including phone, computer and scan/copy/fax machine are required. Familiarity with using Microsoft Word and Excel and the ability to multitask and work with minimal supervision are necessary.

Physical Requirements (if applicable): Ability to lift and carry up to 15lbs

Special training or additional requirements (if any): None

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): Between Monday-Thursday 8:00am-6:00pm and Friday 8:00am-5:00pm

Agency Name: Wake Technical Community College

Department Name: Financial Aid

Position/Classification of Job Title: Welcome Desk Attendant

Position Location: Scott Northern Wake Campus

Supervisor Name: Courtney Gaylor

Agency Address: 6600 Louisburg Road, Raleigh, North Carolina 27616

Agency's Mission Statement and Description of Clients Served: The mission of Wake Technical Community College is to improve and enrich lives by meeting the lifelong education, training, and workforce development needs of the communities it serves; to promote individual success in the workplace and in higher education; and to increase entrepreneurship as well as cultural, social, and economic development. In pursuit of its mission, the college adheres to an open door admissions policy by offering quality, accessible, and affordable education opportunities to all adults regardless of age, sex, socioeconomic status, ethnic origin, race, religion, or disability. To meet the needs of the citizens of Wake County, the college focuses on providing support services, resources, community outreach and partnerships; programs in basic skills development; vocational, technical, and occupational training; and college/university transfer preparation.

How many student jobs may be available at your agency during the next Academic Year? (August - May): 5

How many student jobs may be available at your agency next summer? (Late May-July): 5

Job Description: The Welcome Desk Attendant will provide stellar customer service by being the first point of contact at the welcome desk located in Building C. The attendant will also provide clerical assistance for the office and special events upon request.

Department Description: The Wake Tech Financial Aid program exists to ensure that no qualified student will be denied the opportunity to continue his or her education because of economic disadvantages. Through a program of scholarships, grants, work-study and loans, the students enrolled at the college are able to supplement their own resources and the resources of their families to complete a course of study.

Responsibilities: Primary Role - Greet and direct students, employees and visitors upon entry into the building. Research campus information as needed, providing stellar customer service. Check and distribute mail. Secondary Role - Provide assistance with on campus events such as Open House and FAFSA Day. Must be able to multitask to assist with filing, alphabetizing, and pulling student records upon request. Must be punctual and able to handle confidential information without incident.

Qualifications: Must have a pleasant attitude and the ability to work with a diverse population. Stellar customer service skills are required. Knowledgeable in Microsoft Word and Excel. Must be flexible and quickly able to learn and retain information. Must be punctual and able to handle confidential student information without incident. Ability to work with limited supervision. Business casual dress code is required.

Physical Requirements (if applicable): Must be able to lift 30 lbs. and sit or stand for 2 or more hours.

Special training or additional requirements (if any): N/A

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): To Be Determined

Agency Name: Wake Technical Community College

Department Name: Financial Aid

Position/Classification of Job Title: Office Assistant

Position Location: Scott Northern Wake Campus

Supervisor Name: Courtney Gaylor

Agency Address: 6600 Louisburg Road, Raleigh, North Carolina. 27616

Agency's Mission Statement and Description of Clients Served: The mission of Wake Technical Community College is to improve and enrich lives by meeting the lifelong education, training, and workforce development needs of the communities it serves; to promote individual success in the workplace and in higher education; and to increase entrepreneurship as well as cultural, social, and economic development. In pursuit of its mission, the college adheres to an open door admissions policy by offering quality, accessible, and affordable education opportunities to all adults regardless of age, sex, socioeconomic status, ethnic origin, race, religion, or disability. To meet the needs of the citizens of Wake County, the college focuses on providing support services, resources, community outreach and partnerships; programs in basic skills development; vocational, technical, and occupational training; and college/university transfer preparation.

How many student jobs may be available at your agency during the next Academic Year? (August - May): 5

How many student jobs may be available at your agency next summer? (Late May-July): 5

Job Description: The Financial Aid Office Assist will provide stellar customer service by being the first point of contact at the student services front desk as well as provide clerical assistance for the office and special events.

Department Description: The Wake Tech Financial Aid program exists to ensure that no qualified student will be denied the opportunity to continue his or her education because of economic disadvantages. Through a program of scholarships, grants, work-study and loans, the students enrolled at the college are able to supplement their own resources and the resources of their families to complete a course of study.

Responsibilities: Clerical tasks to include but not limited to filing and alphabetizing, pulling student records. Provide front desk coverage. Must check and distribute mail. Answer multi-line phone while answering general financial aid questions. Assists customers with signing in to Qless system. Assist with FAFSA application, loan requirements, terms and conditions, viewing Student Account Activity and other financial aid processes as needed. Provide assistance with on campus events such as Open House and FAFSA Day. Must be able to learn and assist with varying financial aid systems. Must be able to learn and retain federal guidelines as they pertain to financial aid including but not limited to compliance. Must be punctual and able to handle confidential information without incident.

Qualifications: Must have a pleasant attitude. Stellar customer service skills are required. Knowledgeable in Microsoft Word and Excel. Must be flexible and quickly able to learn and retain information. Must be punctual and able to handle confidential student information without incident. Ability to work with limited supervision. Business casual dress code is required.

Physical Requirements (if applicable): Must be able to lift 30 lbs. and sit or stand for 2 or more hours.

Special training or additional requirements (if any):

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): To Be Determined

Agency Name: Individualized Learning Center--Wake Tech Community College

Department Name: Individualized Learning Center (ILC)

Position/Classification of Job Title: Clerical Assistant

Position Location: Scott Northern Campus -6600 Louisburg Rd, Raleigh, NC 27616

Supervisor Name: Elizabeth Williams

Agency Address: 6600 Louisburg Rd, Raleigh, North Carolina. 27616

Agency's Mission Statement and Description of Clients Served: The Individualized Learning Centers' mission is to encourage Wake Tech Community College students to develop as independent learners. Working collaboratively with Faculties through our Learning Communities, the ILC reinforces and elaborates on course learning objectives and concepts through tutoring, supplemental exercises, guided practice and other resources to meet individual learners' needs.

How many student jobs may be available at your agency during the next Academic Year? (August - May): 2

How many student jobs may be available at your agency next summer? (Late May-July): 1

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, alphabetizing, typing projects in Word, Excel, and PowerPoint, answering telephones, responding to inquiries, photo-copying, laminating, and collating material.

Department Description: All Wake Tech students and employees have access to the free tutorial services offered by the college's Individualized Learning Centers.

The purpose of the Individualized Learning Centers is to provide supplemental learning opportunities aimed at improving student success. ILC services include the Writing /Study Skills Center, the Math/Computer Center, and the Perry Health Sciences Center. Professionally-prepared tutoring faculty assist through one-on-one tutoring, a collection of audio/video and other media tutorials, and course-related printed materials. Workshops and small group activities tailored specifically for WTCC classes are also available.

Responsibilities: Center Coordinators, office staff, and ILC Director with tasks that include: Filing and organizing records, alphabetizing, typing projects in Word, Excel, and PowerPoint, answering telephones, responding to inquiries, photo-copying, laminating, and collating material.

Qualifications: Typing 40 wpm, proficiencies in Microsoft Office including, Word, Excel, PowerPoint, good verbal and written communication skills, good customer service skills, good organization and file management skills, and accuracy and attention to details. 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 (if applicable): N/A

Special training or additional requirements (if any): N/A

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): Monday-Thursday 8:00am-7:00pm
Fridays--8:00am-4:00pm

Agency Name: Wake Technical Community College

Department Name: College and Career Readiness - HEP Program

Position/Classification of Job Title: Course Developer Assistant

Position Location: Beltline Education Center

Supervisor Name: Hugo Arias

Agency Address: 3200 Bush Street, Office 138A, Raleigh, North Carolina 27502

Agency's Mission Statement and Description of Clients Served: The High School Equivalency Program (HEP) is a program made possible by a grant from the United States Department of Education to Wake Technical Community College. The Grant provides migrant and seasonal farmworkers and their families the necessary training to obtain the high school equivalency credential. HEP is 100% online. HEP classes are delivered via Moodle and Adobe Connect.

How many student jobs may be available at your agency during the next Academic Year? (August - May): 5

How many student jobs may be available at your agency next summer? (Late May-July): 5

Job Description: A curriculum developer assistant will work under the guidance of HEP Instructor/Coordinators and will assist with the development curriculum and instructional materials for online courses. Tasks include, but are not limited to, creating/updating PowerPoint presentations and editing PDFs. Tools and training will be provided.

Department Description: The mission of College and Career Readiness is to empower adult learners and foster upward mobility through education by providing the skills necessary to be successful in the workplace, academic environments, and in their communities. These skills will be gained through quality instruction, collaborative program, and support services.

Responsibilities: Create and/or update PowerPoint presentations from existing Word or PDF documents. Update PDF instructional materials to make sure they are accessible, create quizzes and other instructional material as needed.

Qualifications: Strong computer skills and knowledge of MS Word, Excel, PowerPoint; Communicate clearly (written and spoken language) and attention to detail

Physical Requirements (if applicable): N/A

Special training or additional requirements (if any): N/A

Work Schedule (Days/Hours): Depending on student availability, schedule can be arranged any time from Monday through Thursday, between 8 AM and 6 PM.

Agency Name: Wake Technical Community College

Department Name: College and Career Readiness - HEP Program

Position/Classification of Job Title: Course Developer Assistant

Position Location: Beltline Education Center

Supervisor Name: Hugo Arias

Agency Address: 3200 Bush Street, Office 138A, Raleigh, North Carolina 27502

Agency's Mission Statement and Description of Clients Served: The High School Equivalency Program (HEP) is a program made possible by a grant from the United States Department of Education to Wake Technical Community College. The Grant provides migrant and seasonal farmworkers and their families the necessary training to obtain the high school equivalency credential. HEP is 100% online. HEP classes are delivered via Moodle and Adobe Connect.

How many student jobs may be available at your agency during the next Academic Year? (August - May): 5

How many student jobs may be available at your agency next summer? (Late May-July): 5

Job Description: A curriculum developer assistant will work under the guidance of HEP Instructor/Coordinators and will assist with the development curriculum and instructional materials for online courses. Tasks include, but are not limited to, creating/updating PowerPoint presentations and editing PDFs. Tools and training will be provided.

Department Description: The mission of College and Career Readiness is to empower adult learners and foster upward mobility through education by providing the skills necessary to be successful in the workplace, academic environments, and in their communities. These skills will be gained through quality instruction, collaborative program, and support services.

Responsibilities: Create and/or update PowerPoint presentations from existing Word or PDF documents. Update PDF instructional materials to make sure they are accessible, create quizzes and other instructional material as needed.

Qualifications: Strong computer skills and knowledge of MS Word, Excel, PowerPoint; Communicate clearly (written and spoken language) and attention to detail

Physical Requirements (if applicable): N/A

Special training or additional requirements (if any): N/A

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): Depending on student availability, schedule can be arranged any time from Monday through Thursday, between 8 AM and 6 PM.

Agency Name: Wake Technical Community College

Department Name: Arts, Humanities, and Social Sciences Division

Position/Classification of Job Title: Office Assistant

Position Location: Southern Wake Campus – SB 204M

Supervisor Name: Rhonda Thomason

Agency Address: 9101 Fayetteville Rd, Raleigh, North Carolina 27603

Agency's Mission Statement and Description of Clients Served: Interacts with dean, department heads, division secretary, faculty, division's service areas, and other Wake Tech personnel when the need arises.

How many student jobs may be available at your agency during the next Academic Year? (August - May) 2

How many student jobs may be available at your agency next summer? (Late May-July) 2

Job Description: Provides clerical assistance for the Arts, Humanities and Social Sciences Division.

Department Description: In the Arts, Humanities, and Social Sciences Division, we prepare student to transfer to a 4-year school. The department consist of the Dean, Associate Dean, Dean's Assistant, two Administrative Assistants, five department heads, four Associate Department Heads, and approximately 250 faculty. To assist students with their academics, we offer free help in the REAL Center, Foreign Language Center, THINK Center, and SPEAK Center

Responsibilities: Greets students when the need arises, runs errands as well as screens, prioritizes, pick-up and processes mail. Assist with textbook orders (making copies, pulling book orders etc.) and helps maintain an inventory of selected institutional forms and supplies. Assists with letters, memos, and other internal and external forms of communication. Prepares large volume mailings (label and stuff envelopes), etc. Assists dean, faculty, department heads and division secretary as needed. Performs other job-related duties as assigned in support of the College's goals and objectives.

Qualifications: Must have good typing and organizational skills and the ability to work independently. Must possess excellent communication skills both written and oral and work with a high degree of accuracy. Must have some MS Office 2000 skills. Able to work well under pressure as well as work harmoniously with the staff, faculty and general public.

Physical Requirements (if applicable): Occasionally, you may need to bend over and replace paper in the copy machines or move boxes around in the storage room. You will also need to go the mailroom and pick up our mail and print jobs. Must be able to lift 5-10 lbs.

Special training or additional requirements (if any): N/A

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): Days and times varies depending on students schedule, hours 10-15 hours per week

Agency Name: Wake Technical Community College

Department Name: Financial Aid

Position/Classification of Job Title: Office Assistant I

Position Location: Perry Health Science; Building A

Supervisor Name: Tiffany Cogdell

Agency Address: 2901 Holston Lane, Raleigh, North Carolina. 27610

Agency's Mission Statement and Description of Clients Served: The mission of Wake Technical Community College is to improve and enrich lives by meeting the lifelong education, training, and workforce development needs of the communities it serves; to promote individual success in the workplace and in higher education; and to increase entrepreneurship as well as cultural, social, and economic development. In pursuit of its mission, the college adheres to an open door admissions policy by offering quality, accessible, and affordable education opportunities to all adults regardless of age, sex, socioeconomic status, ethnic origin, race, religion, or disability. To meet the needs of the citizens of Wake County, the college focuses on providing support services, resources, community outreach and partnerships; programs in basic skills development; vocational, technical, and occupational training; and college/university transfer preparation.

How many student jobs may be available at your agency during the next Academic Year? (August - May): 2

How many student jobs may be available at your agency next summer? (Late May-July): 2

Job Description: The Financial Aid Office Assist will provide stellar customer service by being the first point of contact at the student services front desk as well as provide clerical assistance for the office and special events.

Department Description: The Wake Tech Financial Aid program exists to ensure that no qualified student will be denied the opportunity to continue his or her education because of economic disadvantages. Through a program of scholarships, grants, work-study and loans, the students enrolled at the college are able to supplement their own resources and the resources of their families to complete a course of study.

Responsibilities: Clerical tasks to include but not limited to filing and alphabetizing, pulling student records. Provide front desk coverage acting as the first point of contact for the financial aid office. Must check and distribute mail. Answer multi-line phone while answering general financial aid questions. Assists customers with signing in to Qless system. Assist with FAFSA application, loan requirements, terms and conditions, viewing Student Account Activity and other financial aid processes as needed. Provide assistance with on campus events such as Open House and FAFSA Day. Must be able to learn and assist with varying financial aid systems. Must be able to learn and retain federal guidelines as they pertain to financial aid including but not limited to compliance. Must be punctual and able to handle confidential information without incident.

Qualifications: Must have a pleasant attitude. Stellar customer service skills are required. Knowledgeable in Microsoft Word and Excel. Must be flexible and quickly able to learn and retain information. Must be punctual and able to handle confidential student information without incident. Ability to work with limited supervision. Business casual dress code is required.

Physical Requirements (if applicable): Must be able to lift 10 lbs. and sit or stand for 2 or more hours.

Special training or additional requirements (if any):

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): To Be Determined

Agency Name: Wake Technical Community College

Department Name: Howell Library

Position/Classification of Job Title: Student Library Assistant

Position Location: Southern Wake Campus

Supervisor Name: Paula Hartman

Agency Address: 9101 Fayetteville Road, Howell Library, Building D, Raleigh, North Carolina 27603

Agency's Mission Statement and Description of Clients Served: The mission of Wake Technical Community College is to improve and enrich lives by meeting the lifelong education, training, and workforce development needs of the communities it serves; to promote individual success in the workplace and in higher education; and to increase entrepreneurship as well as cultural, social, and economic development.

In pursuit of its mission, the college adheres to an open door admissions policy by offering quality, accessible, and affordable education opportunities to all adults regardless of age, sex, socioeconomic status, ethnic origin, race, religion, or disability. To meet the needs of the citizens of Wake County, the college focuses on providing support services, resources, community outreach and partnerships; programs in basic skills development; vocational, technical, and occupational training; and college/university transfer preparation.

How many student jobs may be available at your agency during the next Academic Year? (August - May)
5

How many student jobs may be available at your agency next summer? (Late May-July) 2

Job Description: Student library assistants are helpful to the library's mission to provide excellent customer service and help patrons locate information

Department Description: It is the mission of the Wake Technical Community College Libraries to seek, evaluate, obtain and facilitate the use of resources and information that support the college's curricula, student and faculty resource needs, and overall community information expectations. These activities include providing instruction in multiple formats to stimulate and support information literacy.

Responsibilities: Assist library staff and patrons at circulation desk and on the phone. Help patrons locate items in the collection. Help with light computer troubleshooting per patron requests. Perform shelf reading duties as well as shelving of library materials according to proper call number order using the Library of Congress Classification system. Assist with library collection by helping process new items, weeding old materials, and shelving/shifting as needed. Check IDs at the door as needed. Assist with filing, printers, photocopiers, and other projects as assigned. Keep library neat by placing chairs under the tables, pick-up paper off the floor and tables, etc. Assist in opening or closing of library if shift coincides with these times.

Qualifications: Employee must possess the following: be reliable and punctual, have a pleasant attitude, attention to detail, good customer service skills, good computer skills; knowledgeable in Microsoft Word and Excel, able to handle confidential student information without incident, able to work with others as a team or work independently without close supervision and have the ability to read labels for shelving and shelf-reading.

Physical Requirements (if applicable): able to stand, bend, crouch; lift and carry up to 25 pounds as well as move a loaded book cart

Special training or additional requirements (if any): N/A

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): The library offers flexibility in scheduling. Shifts are available whenever the library is open. During Fall and Spring semesters, these hours are typically Mon-Thurs 7:30 am- 7 pm, and Friday 7:30 am- 5:00 pm.

Length of Employment: Academic Year

Evaluation Procedures: Student evaluations are located on the Wake Tech Community College Federal Work-Study website and must be completed and returned to the work-study coordinator by the end of each semester.

Agency Name: Wake Technical Community College

Department Name: Languages and Lifelong Learning

Position/Classification of Job Title: Office Clerk

Position Location: Scott Northern Wake Campus Building B, Room 460

Supervisor Name: Michael Langer

Agency Address: 6600 Louisburg Road, Raleigh, North Carolina. 27616

Agency's Mission Statement and Description of Clients Served: The mission of Wake Technical Community College is to improve and enrich lives by meeting the lifelong education, training, and workforce development needs of the communities it serves; to promote individual success in the workplace and in higher education; and to increase entrepreneurship as well as cultural, social, and economic development. In pursuit of its mission, the college adheres to an open door admissions policy by offering quality, accessible, and affordable education opportunities to all adults regardless of age, sex, socioeconomic status, ethnic origin, race, religion, or disability. To meet the needs of the citizens of Wake County, the college focuses on providing support services, resources, community outreach and partnerships; programs in basic skills development; vocational, technical, and occupational training; and college/university transfer preparation.

How many student jobs may be available at your agency during the next Academic Year? (August - May) 1

How many student jobs may be available at your agency next summer? (Late May-July) 1

Job Description: Perform duties varied and diverse requiring only limited knowledge of office management systems and procedures. Clerical duties may be assigned in accordance with the office procedures and may include a combination of answering telephones, word processing, data entry, office machine operation, and filing.

Department Description: Language and Lifelong Learning serves approximately 6,000 students in the community each year in Lifelong Learning initiatives such as the Plus 50 program, Vocational training programs such as Beer Brewing, Substitute Effective Teacher Training, Real Estate, Notary and Personal Enrichment programs like language acquisition, motorcycle safety, cake decorating, summer camps and more.

Responsibilities: Duties include department mail pick-up and delivery, student evaluation data entry, new course material preparation as well as coping material, filing and creating labels.

Qualifications: MS Office experience.

Physical Requirements (if applicable): Be able to lift up to approx. 20lbs

Special training or additional requirements (if any): N/A

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): M-TH, 10-12 or similar pending the student's schedule.

Agency Name: Wake Technical Community College

Department Name: Life Science

Position/Classification of Job Title: Biology Lab Assistant I

Position Location: Scott Northern Wake Campus Building H

Supervisor Name: Riann H. Shackett

Agency Address: 6600 Louisburg Road, Raleigh, North Carolina. 27616

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How many student jobs may be available at your agency during the next Academic Year? (August - May)
2

How many student jobs may be available at your agency next summer? (Late May-July) 2

Job Description: The biology lab assistant I will assist the biology lab technician with setting up and maintaining weekly labs, cleaning, organizing, keeping stock of all supplies, and other duties as needed.

Department Description: The mission of the MSE Division is to prepare students for successful transfer to senior institutions, as well as to provide general education courses to students in all of Wake Tech's curriculum programs. The division offers courses in mathematics, sciences, and engineering for college programs of study, primarily those leading to the Associate in Arts (AA), Associate in Applied Science (AAS), Associate in Engineering (AE), and Associate in Sciences (AS) degrees.

Responsibilities: Check designated prep areas for glassware that needs to be washed. Put clean glassware away in labs and prep areas. Refill all water and cleaner bottles in labs. Replenish supplies for the current lab when needed. Organize supplies on the tables and student benches for the current lab. Gather supplies for the next week's lab. Prepare solutions for labs following supervisor's instructions. Assist with breakdown of previous lab to prepare for next lab, including wiping down all benches, tables and equipment, putting away supplies according to supervisor's instruction, and checking sinks for any debris to be discarded. Assist in setting up lab using prep sheets and supervisor's instruction. Tidy up prep areas and stock room. Assist with preparation of media for microbiology as needed. Assist with disposal of specimens. Make copies of lab procedures and any handouts used during lab. Assist with inventory of chemicals, equipment, and other supplies. Check all eyewash stations weekly and safety showers monthly.

Qualifications: Basic knowledge of laboratory equipment, ability to do simple math, understanding of basic lab safety and ability to work in a safe manner as well as wear PPE (we also provide training), and basic computer skills. Must be dependable, able to follow instructions and have an interest in working in the laboratory.

Physical Requirements (if applicable): Must be able to lift 25lbs with assistance, able to stand for extended periods, and bend, crouch and reach.

Special training or additional requirements (if any): N/A

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): Work schedule will be dependent on each semester's lab schedule and when assistance is most needed.

Agency Name: Wake Technical Community College

Department Name: Admissions and Campus Information Services

Position/Classification of Job Title: Admissions Assistant

Position Location: Southern Wake Campus

Supervisor Name: Anna Squeri

Agency Address: 9101 Fayetteville Road, Raleigh, North Carolina 27603

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How many student jobs may be available at your agency during the next Academic Year? (August - May)
6+

How many student jobs may be available at your agency next summer? (Late May-July) 3+

Job Description: Work study will support functions of the Admissions Office to include admission services, placement testing, records and international office.

Department Description: Our department provides prospective students with accurate and application information. We also guide prospective students through the enrollment process towards successful college admission

Responsibilities: Assist with customer service both in person and via telephone for Admission and Outreach team. Provides basic clerical support for Admissions, Enrollment Records, testing and international students (stuffing envelopes, pulling phone messages, verifying records, etc.). Assists with Information Sessions for Prospective Students. Serves as support for campus tours. Performs other job-related duties as assigned in support of the College's goals and core values.

Qualifications: Must have excellent customer service skills and display care in attention to detail. Must display professional written and verbal communication in all circumstances. Must be able to multi-task and handle the high traffic volume during peak registration. Must work harmoniously with internal and external customers. Must be skilled in various Microsoft Office applications. Experience in use of college website and student portals including my.waketech.edu and Self Service.

Physical Requirements (if applicable): must be able to lift up to 20 lbs

Special training or additional requirements (if any): N/A

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): 10-15 weekly office hours Monday through Friday

Agency Name: Wake Technical Community College

Department Name: Communications and Marketing

Position/Classification of Job Title: Communications & Marketing Intern

Position Location: Southern Wake Campus - Montague Hall - Building M

Supervisor Name: Phil Faucette

Agency Address: 9101 Fayetteville Road, Raleigh, North Carolina 27603

Agency's Mission Statement and Description of Clients Served: The mission of Wake Technical Community College is to improve and enrich lives by meeting the lifelong education, training, and workforce development needs of the communities it serves; to promote individual success in the workplace and in higher education; and to increase entrepreneurship as well as cultural, social, and economic development. Communications & Marketing oversees both internal and external communications for Wake Tech. Our mission is to foster clear communication within the college, among students, faculty, and staff; to present the college to the public in a consistent and compelling way; and to advance the Wake Tech brand.

How many student jobs may be available at your agency during the next Academic Year? (August - May)
5

How many student jobs may be available at your agency next summer? (Late May-July) 3

Job Description: This role will support the goals and objectives of the Communications and Marketing team in the production of materials that represent the visual brand of the college.

Department Description: We provide internal and external communications strategies and planning, brand management, and content development. Our services include public and media relations, marketing, website oversight, social media outreach, photography, video production, and graphic design in a way that promotes Wake Tech programs and communicates the college's philosophy, purpose, and value to the community.

Responsibilities: Duties and opportunities to learn may include, but are not limited to the following: Design and the production of collateral materials, slides for digital signage, assisting with pre-event graphics production, or photography of college events and campus life. Communicate with all Wake Tech campuses and Wake County partner sites to ensure they are stocked with flyers and brochures. Mail materials to various locations as needed. Help maintain the organization of marketing project management databases, Communications Portal page, and downloadable electronic materials. Compile marketing campaign assets to help create post-campaign reports. Assist with importing content into pre-made templates for marketing flyers, brochures, specialty certificates, and other materials. Assist with the preparation and implementation of marketing activities and events, such as

business expos, job fairs, and college events. Perform other job-related duties as assigned in support of the College's goals and core values. Review web pages (and text in other formats), correcting errors, repairing hyperlinks and photo tags, and other related tasks as assigned.

Qualifications: Must have a pleasant attitude, good customer service skills, strong computer skills, eager to work, eager to learn, and punctual. Comfortable working with Microsoft Word, Excel, and PowerPoint. Working knowledge of the following is a plus, but not necessary: Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Basic photography concepts, Comfortable using an iMAC, and HTML/CSS.

Physical Requirements (if applicable): N/A

Special training or additional requirements (if any): N/A

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): Very flexible. Up to 20 Hours per week: Monday through Thursday 8:30 a.m. to 5:00 p.m. and Friday 8:30 a.m. - 3:00 p.m. according to student availability.

Agency Name: Wake Technical Community College

Department Name: Student Advocacy and Support (SAS), The Nest

Position/Classification of Job Title: Food Service Ambassador

Position Location: Southern Wake and Perry Health Science Campus (must work both)

Supervisor Name: Chasity Donaldson

Agency Address: 9101 Fayetteville Rd, Raleigh, North Carolina 27603 and 2901 Holston Lane, Raleigh, NC 27610

Agency's Mission Statement and Description of Clients Served: To address a variety of non-academic barriers that our students are facing often times causing a student to drop out or stop out of school.

How many student jobs may be available at your agency during the next Academic Year? (August - May) 2 (one per semester)

How many student jobs may be available at your agency next summer? (Late May-July) 0

Job Description: This position will develop leadership skills, as well as, interpersonal communication skills. Students will implement and create advertising plans, and have the opportunity to interact with peers. Food Service Ambassadors will work to fulfill the mission of SAS and enhance student resources. Students will receive leadership and operational training, as well as, training regarding food insecurity, best practices, and the population served.

Department Description: Student Advocacy and Support (SAS) is a part of the Student Success Department that includes Pathways, OVAL, Fostering Bright Futures, and Wellness Services

Responsibilities: Food Service Ambassadors will assist in increasing the number of new and existing Wake Technical student shoppers and create/modify new/existing avenues to advertise. Food Service Ambassadors will participate in resource fairs and maintain an active presence in student populated areas. Monitoring shopping experiences, Nest operations, and implementing the Healthy Pantry Program will also be areas of focus.

Qualifications: Must be able to work and communicate effectively with faculty, staff, and students. Must be currently

enrolled WTCC student and commit to the entire academic semester. Must be able to work 15 hours per week and be in good academic standing.

Physical Requirements (if applicable): Must be able to lift up to 50 lbs., bend, and stand for periods of time

Special training or additional requirements (if any): We will train you on the job.

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): Flexible schedule to cover Nest Operations: M, T, Thurs. (*PHSC*), Fr.; Includes weekly 1-on-1 meetings with supervisor

Agency Name: Wake Technical Community College

Department Name: Admissions & Outreach

Position/Classification of Job Title: Assistant to Admissions Office

Position Location: Scott Northern Campus Building B

Supervisor Name: Molly P Belcher

Agency Address: 6600 Louisburg Rd, Raleigh , North Carolina 27616

Agency's Mission Statement and Description of Clients Served: Wake Tech Admissions Services will inform prospective students of the enrollment process and educational opportunities at Wake Tech by intentionally providing excellent services that are student-focused to assist students in reaching their goals.

How many student jobs may be available at your agency during the next Academic Year? (August - May) 4

How many student jobs may be available at your agency next summer? (Late May-July) 2

Job Description: Work study will support functions of the Admissions Office to include admission services, placement testing, records and international office.

Department Description: Provide services primarily to prospective students

Responsibilities: Assist with customer service both in person and via telephone for Admission and Outreach team. Provides basic clerical support for Admissions, Enrollment Records, testing and international students (stuffing envelopes, pulling phone messages, verifying records, etc.). Assists with Information Sessions for Prospective Students Serves as support for campus tours. Performs other job-related duties as assigned in support of the College's goals and core values

Qualifications: Must have excellent customer service skills and display care in attention to detail. Must display professional written and verbal communication in all circumstances. Must be able to multi-task and handle the high traffic volume during peak registration. Must work harmoniously with internal and external customers. Must be skilled in various Microsoft Office applications as well as the internet based software listed below Knowledge, Skills and Abilities:

Physical Requirements (if applicable): Able to lift 5 lbs., conduct campus tours (outdoors) and to speak publicly.

Special training or additional requirements (if any): Experience in use of college website and student portals including my.waketech.edu and Self Service.

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): Monday 8am-6pm; Friday 8am-5pm

Agency Name: Wake Tech Foundation

Department Name: Office of the President

Position/Classification of Job Title: Student Assistant/Office Assistant I

Position Location: Southern Wake Campus, Montague Hall, Suite 320

Supervisor Name: Sara Holmes

Agency Address: 9101 Fayetteville Road, Southern Wake Campus, Montague Hall 320, Raleigh, North Carolina. 27603

Agency's Mission Statement and Description of Clients Served: The Wake Tech Foundation cultivates and manages an array of resources critical to Wake Tech Community College's success: corporate investments, private grants, alumni and employee contributions, and financial and in-kind support from many other friends of the college. These resources allow the college to meet instructional and institutional needs and continue to offer top-quality, affordable education and training to the Wake County region. The Wake Tech Foundation serves WTCC students, WTCC employees and the community.

How many student jobs may be available at your agency during the next Academic Year? (August - May) 1

How many student jobs may be available at your agency next summer? (Late May-July) 1

Job Description: Interacts with dean, department heads, division secretary, faculty, division's service areas, and other Wake Tech personnel when the need arises. Provides clerical assistance for the Mathematics, Sciences, and Engineering Division.

Department Description: The Wake Tech Foundation cultivates and manages an array of resources critical to Wake Tech's success: corporate investments, private grants, alumni and employee contributions, and financial and in-kind support from many other friends of the college. These resources strengthen critical areas and empower the Foundation to fulfill needs not traditionally met by state revenues. Needs such as: student scholarships, emergency financial aid, instructional equipment, materials, and technology, along with faculty and staff professional development.

Responsibilities: Greet and direct students, visitors and guests. Provides clerical assistance including: Maintaining the filing system for the Foundation, collating group mailings, meetings and putting together packets of Foundation publications, copying and/or scanning backup documentation for accounting files, and data entry of confidential information. Assist in administrative functions, including typing written correspondence, editing material, mailers, etc.

Qualifications: Must possess excellent verbal and written communication skills and good working knowledge of grammar, punctuation and spelling. Must work harmoniously with the staff, faculty and general public. Must be able to work with confidential information (donor information). Must dress for office (business casual). Must be proficient in Microsoft Office (Word and Excel). Must be detail oriented and maintain a high degree of accuracy and consistency.

Physical Requirements (if applicable): Occasionally, you may need to bend over and replace paper in the copy machines or move boxes around in the storage room. You will also need to go the mailroom and pick up our mail and print jobs. Must be able to lift 5 lbs.

Special training or additional requirements (if any): A confidentiality form may be required. The Foundation office handles sensitive donor information.

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): 8-10 hours per week. Work schedule will be dependent on student's class schedule.

Length of Employment: Academic Year – Begin Spring 2020

Agency Name: Wake Technical Community College

Department Name: Events Department

Position/Classification of Job Title: Events Assistant

Position Location: Scott Northern Wake Campus

Supervisor Name: Treva Aiken

Agency Address: 6600 Louisburg Rd. Raleigh, North Carolina. 27616

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How many student jobs may be available at your agency during the next Academic Year? (August - May): 1

How many student jobs may be available at your agency next summer? (Late May-July): 1

Job Description: The events assistant will assist the events coordinator in the day to day functions of the office and with campus events.

Department Description: Provides assistance in planning needs for events and meetings for the Scott Northern Wake Campus.

Responsibilities: Responsibilities include hosting, booking caterers, creating and revising plans and layouts, communicating with Departments of the college that need to be informed of upcoming events, filing, maintaining organization of closets and kitchen and other small tasks that may come up on a daily basis.

Qualifications: Must have Knowledge of MS office Products, and ability to maintain records accurately and be able to meet deadlines consistently.

Physical Requirements (if applicable): Must have Strong organizational skills, Ability to exhibit strong interpersonal skills and work well with others, Exceptional Customer relations skills, excellent written and verbal communication skills. Must have ability to stand and walk for extended periods of time plus bend and lift during the course of the day.

Special training or additional requirements (if any): Must be able to multi-task and would prefer someone with a passion and knowledge of Events.

Pay Rate: On Campus - \$9.00/hr.

Work Schedule (Days/Hours): Monday - Friday of their choice. Someone that has a Flexible Schedule.