

**Wake Technical
Community College**
Office of Financial Aid

Federal Work-Study Job Opportunities

**2021-2022
ACADEMIC YEAR**

financialaid.waketech.edu
fws@waketech.edu



Agency Name: Wake Technical Community College

Department Name: Arts, Humanities, and Social Sciences Division; Social Sciences Department

Position/Classification of Job Title: Office Assistant

Position Location: Southern Wake Campus / Northern Wake Campus

Supervisor Name: Kimberly Eaton

Agency's Mission Statement and Description of Clients Served: Interacts with department leaders, faculty, AHSS division administrators, service areas, and other Wake Tech personnel as needed.

Job Description: Provides administrative and research assistance for the Social Sciences Department.

Department Description: The Social Sciences Department offers numerous courses that let students explore human behavior and society including Anthropology, Psychology, and Sociology. Our faculty assist students as they work toward their two-year degree or prepare to transfer to a four-year institution. We offer a variety of general education courses in the traditional (face-to-face), hybrid, and on-line formats during the day and evening. As an institution of higher learning, we strive to develop students' critical thinking skills, foster self-discovery, and encourage community involvement.

Responsibilities: Assists with textbook orders and helps maintain an inventory of selected institutional forms and supplies. Assists with letters, memos, and other internal and external forms of communication. Prepares and organizes instructional materials. Assists faculty, department heads and division administrators as needed. Performs other job-related duties as assigned in support of the College's goals and objectives.

Qualifications: High school diploma or equivalent. Good typing skills and good organizational skills. Ability to work independently. Microsoft Office 365 skills. Excellent written and oral communication skills, and the ability to work with a high degree of accuracy and under pressure. Works harmoniously with the staff, faculty, and general public.

Physical Requirements (if applicable): May need to bend over and replace paper in the copy machines or move boxes around in a storage room. May need to go the mail room to pick up 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 - \$12.00/hr.

Length of Employment: Academic Year

Work Schedule (Days/Hours): Days and times vary depending on student's schedule, 10-15 hours per week.

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: Chief Campus Office

Position/Classification of Job Title: Front Desk Liaison

Position Location: RTP Campus

Supervisor Name: Dasha Ostrova

Agency's Mission Statement and Description of Clients Served: Wake Tech is North Carolina's largest community college, serving more than 70,000 adults annually, with six campuses, three training centers, multiple community sites, and a comprehensive array of online learning options. Wake Tech is accredited and offers more than 200 associate's degrees, diplomas, and certificates that prepare students for university transfer or immediate employment. The college also offers short-term, non-degree programs in IT, healthcare, hospitality, public safety, skilled trades, and more. Non-degree programs include small business support, customized corporate training, and basic skills courses such as English as a Second Language and high school equivalency preparation. Wake Tech also serves high school students at the Wake Early College of Health and Sciences, Vernon Malone College and Career Academy, and North Wake College and Career Academy, in partnership with Wake County Public Schools.

Job Description: The primary responsibility of a Work-Study Front Desk Liaison is to provide students, staff, faculty and visitors with information about the RTP campus and the resources within it.

Department Description: The RTP Campus is next-generation learning environment, dedicated to the needs of individuals and corporations in Western Wake County and Research Triangle Park. It's a growing campus, with the second building slated to open next year!

Responsibilities: Greet students, staff, faculty and visitors and direct as needed
Keep the front area tidy and welcoming
Answer the phone, dispense appropriate information, take messages, refer and screen calls as appropriate. Notify appropriate staff in case of emergency and follow provided facility emergency procedures. Promote the RTP Campus, respond to general community and campus related inquiries
Facilitate the setup and use of meeting spaces for events. Special projects to support the campus as needed.

Qualifications: Outstanding customer service attitude: positive, helpful & knowledgeable
Great communication skills in person and over the phone
Must be reliable and punctual
Must be resourceful and have knowledge of campuses, courses, departments, and available personnel to assist and re-direct inquiries to appropriate areas of the college
Be a team player and be ready to help where needed

Physical Requirements (if applicable): Ability to lift and carry up to 40 pounds

Special training or additional requirements (if any): Would ideally start a couple of days before the first day of the semester, to get acquainted with the campus, and be ready to jump in.

Pay Rate: On Campus - \$12.00/hr.

Length of Employment: Academic Year

Work Schedule (Days/Hours): Looking to fill the following hours: M-TH: 8AM - 3PM, F: 8AM - 5PM

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 Tech Community College

Department Name: Student Activities

Position/Classification of Job Title: Office Assistant 1 / SA Technical Assistant

Position Location: Scott Northern Wake Campus

Supervisor Name: Christy Shields

Agency's Mission Statement and Description of Clients Served: To enrich the college experience of our students by encouraging involvement outside the classroom. Wake Tech offers student activities for every interest, from student government to competitive athletics and community volunteerism. More than 50 campus clubs and special events provide opportunities to learn, engage, and grow.

Job Description: Assist the Student Activities staff with general office work as well as event preparation and execution.

Student Lounge Coverage - Giving out equipment, monitoring students in the student lounge.

Department Description: 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.

Responsibilities: The Student Activities assistant will be required to help with general clerical work, office coverage, and event preparation, and staffing.

Qualifications: Must have a pleasant attitude, be punctual, and flexible.

Physical Requirements (if applicable): The ideal candidate should be able to lift 35 pounds.

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

Pay Rate: On Campus - \$12.00/hr.

Length of Employment: Academic Year

Work Schedule (Days/Hours): Monday through Friday during normal campus office hours (actual work hours are flexible).

** Please note: some evening hours may be required as a result of scheduled evening events.

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: Career & Employment Resources

Position/Classification of Job Title: Social Media/Office Assistant

Position Location: Virtual or Southern Wake Campus

Supervisor Name: Ian J. Gibbons

Agency's Mission Statement and Description of Clients Served: The mission of Career and Employment Resources (CER) is to assist students and alumni in assessing their career possibilities, determining a major, setting professional goals, and attaining employment aligned with a program of study. Students and prospective students are provided resources and services to establish career pathways and attain work experiences to support the continuum of career exploration, planning, and employment opportunities.

Job Description: Create promotional flyers and post employer engagement events to sites such as Facebook, Instagram, Twitter, College Central Network, Wake Xtra. May assist with data collection and student outreach. This position may be conducted remotely or on campus.

Department Description: The Career and Employment Resources Division works closely with students, alumni and employers interested in hiring Wake Tech talent for part time, full time and internship opportunities. We actively engage our target populations with campus and virtual events.

Responsibilities: Post events to social media such as Facebook, Instagram, and Twitter.

Follow up and occasional shares/likes, comments-actively engage in each of our social media sites.

Create promotional flyers utilizing software like Canva and MS PowerPoint.

Compiling student/employer data from post event surveys.

May assist with employer outreach via email and phones to promote large events such as career fairs.

Qualifications: Strong organization skills and attention to detail.

Excellent written communication skills.

Excellent oral communication skills.

Comfortable conducting telephone outreach with all levels of professional.

Proficient with MS Office (Word, Excel, PowerPoint)

Experience designing digital marketing content/flyers.

Physical Requirements (if applicable):

Special training or additional requirements (if any):

Pay Rate: On Campus - \$12.00/hr.

Length of Employment: Academic Year

Work Schedule (Days/Hours): Flexible based upon candidates schedule and availability.

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: Mathematics, Sciences, and Engineering Division

Position/Classification of Job Title: Office Assistant

Position Location: Southern Wake Campus

Supervisor Name: Karen Gibbons

Agency's Mission Statement and Description of Clients Served: Wake Technical Community College provides equitable access to education that transforms lives through economic mobility and personal fulfillment.

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.

Job Description: Office Assistant - Provides clerical assistance for the Mathematics, Sciences, and Engineering Division.

Interacts with dean, department heads, division secretary, faculty, division's service areas, and other Wake Tech personnel when the need arises.

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: IV. RESPONSIBILITIES AND DUTIES

- A. Greet students when the need arises.
- B. Run errands.
- C. Screens, prioritizes, pick-up and processes mail.
- D. Assist with textbook orders (making copies, pulling book orders etc.).
- E. Help maintain an inventory of selected institutional forms and supplies.
- F. Assist with letters, memos, and other internal and external forms of communication.
- G. Prepares large volume mailings (label and stuff envelopes), etc.
- H. Assists dean, faculty, department heads and division secretary as needed.
- I. Performs other job-related duties as assigned in support of the College's goals and objectives.

- Qualifications:** A. Must have a high school diploma or equivalent.
B. Must have good typing skills.
C. Good organizational skills.
D. Ability to work independently.
E. Must have some MS Office skills.
F. Must have excellent communication skills, written and oral.
G. Must have the ability to work in detail with a high degree of accuracy.
H. Must have the ability to work under pressure.
I. Must work harmoniously with the staff, faculty, and general public.

Physical Requirements (if applicable): N/A

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

Pay Rate: On Campus - \$12.00/hr.

Length of Employment: Academic Year

Work Schedule (Days/Hours): Undetermined, can be flexible on a schedule

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: Mathematics, Sciences & Engineering Division

Position/Classification of Job Title: STEM Engagement Assistant

Position Location: Scott Northern Wake Campus

Supervisor Name: Jackie Swanik

Agency's Mission Statement and Description of Clients Served: The position will work primarily with the administrative aspect of the START program -- our undergraduate research program to ensure proper communication so that student intern may have the best possible experience. Additional duties will include helping out with other STEM events that might occur during the year.

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:

I. IDENTIFICATION

- A. Position Title: Work-Study
- B. Service Area: Curriculum Education Services
- C. Division: Mathematics, Sciences, & Engineering
- D. Department: Dean's Office, Northern Wake Campus

II. RELATIONSHIPS

- A. Reports To: Associate Dean
- B. Supervises: N/A
- C. Other: Interacts with staff, faculty, and students.

III. BASIC FUNCTIONS

- A. 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
- B. Assist faculty and students with general inquiries
- C. Support STEM initiatives, including STEM Center and STEM events
- D. Maintain a positive and professional attitude

IV. RESPONSIBILITIES AND DUTIES

- A. Use basic features in Microsoft Word and Excel to create and edit general office documents as needed
- B. Answer telephone calls and greet internal and external customers.

- C. Support division secretary with routine tasks
- D. Verify accuracy of completed internal forms for processing
- E. Deliver routine documents to various service areas on Main Campus.
- F. Assist faculty with obtaining supplies for classroom use
- G. Direct students to appropriate service areas for assistance
- H. Distribute mail and other general office tasks
- I. Communicate concerns, problems, and suggestions to division secretary
- J. Organize and update storage areas, and filing as directed

V. COMPETENCIES/QUALIFICATIONS

- A. Must have a high school diploma or equivalent.
- B. Must have good typing skills.
- C. Good organizational skills.
- D. Ability to work independently.
- E. Must have some MS Office 2000 skills.
- F. Must have excellent communication skills, written and oral.
- G. Must have the ability to work in detail with a high degree of accuracy.
- H. Must have the ability to work under pressure.
- I. Must work harmoniously with the staff, faculty, and general public.

Department Description: Mathematics, Science & Engineering encompasses biology, chemistry, engineering, geology, mathematics, and physics.

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

- Qualifications:**
- A. Must have a high school diploma or equivalent.
 - B. Must have good typing skills.
 - C. Good organizational skills.
 - D. Ability to work independently.
 - E. Must have some MS Office 2000 skills.
 - F. Must have excellent communication skills, written and oral.
 - G. Must have the ability to work in detail with a high degree of accuracy.
 - H. Must have the ability to work under pressure.
 - I. Must work harmoniously with the staff, faculty, and general public

Physical Requirements (if applicable): None

Special training or additional requirements (if any): None

Pay Rate: On Campus - \$12.00/hr.

Length of Employment: Academic Year

Work Schedule (Days/Hours): Flexible to help fit student needs but will fall between 8:00 - 5:00 pm, Monday - Friday.

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: Student Engagement & Impact

Position/Classification of Job Title: Office Assistant

Position Location: Southern Wake Campus

Supervisor Name: Melody Henderson

Agency's Mission Statement and Description of Clients Served: Mission: Wake Technical Community College provides equitable access to education that transforms lives through economic mobility and personal fulfillment.

The Student Engagement & Impact department works with students facing both academic and non-academic barriers. We connect students with on and off-campus resources.

How many student jobs may be available at your agency during the next Academic Year? (August - May): 2-3

How many student jobs may be available at your agency next summer? (Late May-July): 2-3

Job Description: The CARE (Counseling, Advocacy, Resources, and Engagement) Center assistant will serve as the initial point of contact for visitors. The assistant will also provide clerical assistance for various offices within the suite.

Department Description: Student Engagement & Impact includes the following departments: Wellness, Pathways Success Scholars, Fostering Bright Futures, Student Success Coaches, and Student Money Management.

Responsibilities: The office assistance will be responsible for coverage acting as the first point of contact for the CARE Center, checking and distributing mail, answering the phone, and answering general Student Engagement & Impact questions, Assisting with on-campus events such as Open House and departmental events. Must be punctual and able to handle confidential information.

Qualifications: The office assistant must display outstanding customer service skills and a cheerful attitude. Knowledgeable in Microsoft Word and Teams. Must be flexible and quickly able to learn and retain information. Must be punctual and able to handle confidential student information. A business casual dress code is strongly preferred.

Physical Requirements (if applicable):

Special training or additional requirements (if any):

Pay Rate: On Campus - \$12.00/hr.

Length of Employment: Academic Year

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

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: Library

Department Name: Instructional Support

Position/Classification of Job Title: Work Study

Position Location: Library

Supervisor Name: Jeffrey Todd Nuckolls

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.

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): 3

Job Description: Circulation desk duties. Student/Customer service. Helping students find the resources they need to complete student work. We use online and analog sources.

Department Description: The library and the Individualized learning center support faculty to help student success at Wake Tech community college .

Responsibilities: Maintaining the circulation desk at a busy library. Helping students with information and resource needs.

Qualifications: Some library experience and an understanding of the library of congress classification system.

Physical Requirements (if applicable): Must be able to shelve books.

Special training or additional requirements (if any):

Pay Rate: On Campus - \$12.00/hr.

Length of Employment: Academic Year

Work Schedule (Days/Hours): 20 hrs per week. Schedule varies per student.

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: Physical Sciences

Position/Classification of Job Title: Lab assistant

Position Location: Northern Wake Campus

Supervisor Name: Sahel Shahroudi

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): 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

Responsibilities:

1. Maintain a current and running inventory of all materials
2. Assist in ordering yearly materials
3. Check designated prep areas for glassware that needs to be washed
4. Do general maintenance and clean up of all lab stations and other indicated areas.
5. Refill all water and cleaner bottles in labs
6. Organize supplies on the tables and student benches
7. Prepare solutions for labs following supervisor's instructions
8. 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
9. Must be dependable, able to follow instructions and have an interest in working in the laboratory.
10. Tidy up prep areas and stock room
11. Make copies of lab procedures and any handouts used during lab
12. Check all eyewash stations weekly and safety showers monthly

Qualifications: : Students would be organize. Ability to work with limited supervision. Must be flexible and quickly able to learn and retain information. Must be punctual , on time, and have a good communication.

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 - \$12.00/hr.

Length of Employment: Academic Year

Work Schedule (Days/Hours): Monday- Friday

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: Library Services

Position/Classification of Job Title: Student Library Assistant

Position Location: Southern Wake Campus, Building D, 9101 Fayetteville Road Raleigh, NC 27603

Supervisor Name: Paula Hartman

Agency's Mission Statement and Description of Clients Served: Wake Technical Community College provides equitable access to education that transforms lives through economic mobility and personal fulfillment.

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: 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: Reliable and punctual; 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; ability to read labels for shelving and shelf-reading.

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

Special training or additional requirements (if any):

Pay Rate: On Campus - \$12.00/hr.

Length of Employment: Academic Year

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.

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 CC

Department Name: College and Career Readiness, HEP (High School Equivalency Program)

Position/Classification of Job Title: Course Developer Assistant

Position Location: Beltline Education Center

Supervisor Name: Hugo Arias

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 Zoom.

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: A curriculum developer assistant will work under the guidance of the HEP Instructor/Coordinator and will assist with the development of 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 programs, 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 in Moodle
- Create other instructional material, as needed

Qualifications: • Strong computer skills and knowledge of MS Word, Excel. PowerPoint

- Communicate clearly (written and spoken language)
- Attention to detail

Physical Requirements (if applicable): N/A

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

Pay Rate: On Campus - \$12.00/hr.

Length of Employment: Academic Year

Work Schedule (Days/Hours): Monday through Wednesdays, flexible hours, between 8 am and 6 pm.

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 Tech Community College

Department Name: Communications & Marketing

Position/Classification of Job Title: Marketing Assistant

Position Location: Wake Tech Southern Wake Campus

Supervisor Name: Natalie Heath

Agency's Mission Statement and Description of Clients Served: In Wake Tech's Communications & Marketing Division, it's our goal to bring awareness to Wake Tech's community of college programs and services -- and to support our image as an educational institution of the highest quality. Our clients are Wake Tech's faculty, staff, and students.

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 Marketing Assistant will provide a fresh perspective and perform a wide range of tasks in support of the strategic marketing efforts of North Carolina's largest community college.

Department Description: 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.

We provide 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: Write marketing content that is clear, creative, brief, and persuasive. Assist with email marketing by writing subject lines and program descriptions that appeal to a targeted audience, maintaining email marketing databases, and building draft emails about Wake Tech programs. Help the marketing director generate analytics reports and other documents to support marketing campaigns. Support the coordination of an in-school advertising campaign at Wake County high schools by contacting each school to inquire about advertising opportunities, maintain documentation about ad sizes and prices, and help with campaign project management tasks. Support the coordination and creation of a Program Marketing Toolkit, which will help degree and non-degree course managers promote their own programs. Perform other marketing-related job duties as assigned in support of the College's goals and core values.

Qualifications: Excellent communication, organizational, and personal interaction skills. Ability to prioritize and function efficiently in a fast-paced environment. Must enjoy working in a team-oriented collaborative atmosphere. Comfortable using Microsoft Word and Excel. Able to call businesses on the

phone to request information. Some education or experience in fields such as communications, marketing, public relations, graphic design, website management, English, or business analytics.

Physical Requirements (if applicable): Able to clearly communicate in meetings (in person and virtual). Able to call and speak to people on the phone.

Special training or additional requirements (if any): Experience with Adobe Creative software such as Photoshop or InDesign is a plus, but not required. Experience with Constant Contact email marketing software is a plus, but not required. Experience with Google Analytics and social media monitoring tools is a plus, but not required.

Pay Rate: On Campus - \$12.00/hr.

Length of Employment: Academic Year

Work Schedule (Days/Hours): Up to 20 hours per week. Actual days and times can be negotiated between selected candidate and supervisor.

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 Tech Community College

Department Name: Computer Lab

Position/Classification of Job Title: Part-Time Open Computer Lab Monitor

Position Location: Various campus locations. South, RTP, Western, Health Sciences, and North.

Supervisor Name: Quatesha Clarke

Agency's Mission Statement and Description of Clients Served: The mission of the Open Computer Lab, at Wake Technically Community College, is to provide continuous support for our students in the community college education system. Our goal is to make sure that our students have consistent, reliable, and accessible computer and printer access.

Our clients consist of students only.

How many student jobs may be available at your agency during the next Academic Year? (August - May): A total of 11

How many student jobs may be available at your agency next summer? (Late May-July): A total of 8

Job Description: Open Computer Lab Monitors will oversee computer and printer use, maintain log in/log out records, assist student users, maintain lab supplies, assist in the ID office as needed and communicate/report lab issues.

Department Description: The Open Computer Lab department exists to ensure that all students who are currently enrolled in classes have the ability to have computer resources. We also exist to hire students who prefer to work on campus or are in need of a job that will accommodate their class schedule.

Responsibilities: Responsibilities are as follows:

Monitor computer users to ensure that they are authorized for access.

Assist student users with basic technical help.

Oversee student computer and printer use.

Maintain log in/log out records.

Ensure students follow policy and procedures of the Open Computer Labs.

Provide general help with computer operation and software features (printing, saving, and retrieving documents).

Keep equipment clean(monitors, computers, desks, and whiteboards) Troubleshoot technical computer and printer issues.

Maintain lab supplies.

Qualifications: Must be a current Wake Tech student and have the ability to travel between campuses.

Excellent customer service and communication skills.

Intermediate knowledge of computer/printer user problems and of Excel based spreadsheets.

Physical Requirements (if applicable): Students must be able to stand, lift, bend, and carry up to 25 lbs.

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

Pay Rate: On Campus - \$12.00/hr.

Length of Employment: Academic Year

Work Schedule (Days/Hours): Schedule will consist of working no more than 5 hours a day, Monday-Friday.

Students can pick to work between the following campus locations:

Southern, RTP, Northern, Western, Health Sciences

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 College

Department Name: Communications and Marketing

Position/Classification of Job Title: Communications & Marketing Intern

Position Location: Southern Wake Campus

Supervisor Name: Phil Faucette

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): 1

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

Job Description: Duties and opportunities to learn may include, but are not limited to the following:

- Review web pages (and text in other formats), correcting errors, repairing hyperlinks and photo tags, and other related tasks as assigned.
- 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.
- Help maintain the organization of the Communications Portal page and downloadable electronic materials.
- Assist with importing content into pre-made templates for marketing flyers, brochures, specialty certificates, and other materials.

Basically, your 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: The responsibilities of this job are to support the goals and objectives of the Communications and Marketing team in the production of materials that represent the visual brand of the college.

Qualifications: Must have a pleasant attitude, good customer service skills, above-average computer skills, eager to work, eager to learn, and punctual. Comfortable working with Microsoft Word, Excel, and PowerPoint.

Physical Requirements (if applicable): None

Special training or additional requirements (if any): None

Pay Rate: On Campus - \$12.00/hr.

Length of Employment: Academic Year

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

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 Tech Community College

Department Name: Math & Physics

Position/Classification of Job Title: Math Tutor

Position Location: Scott Northern Wake Campus

Supervisor Name: Nolan Outlaw

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: The math tutor will work one-on-one or with a group of MAT171 or MAT172 students to provide academic instruction, study skills advice, test reviews, or general guidance for the course.

Department Description: Mathematics and Physics Department within the Math, Science, & Engineering Division of Wake Technical Community College.

Responsibilities: The math tutor will:

- Stay abreast of current MAT171 and MAT172 topics
- Hold regular, posted tutoring hours as agreed upon with the supervisor
- Tutor MAT171 and MAT172 students
- Host review sessions for MAT171 and MAT172 tests
- Maintain records of tutoring sessions as requested
- Meet with the position supervisor as requested

Qualifications: Minimum Qualifications:

The math tutor must be dependable, able to follow instructions, and have an interest in tutoring math. The Math tutor must be enrolled in at least 9 semester hours of coursework at Wake Tech. The math tutor must have earned an A in MAT171 and MAT172, if those courses were taken at Wake Tech.

Preferred Qualifications:

It is preferable that the math tutor is currently enrolled (or is planning to enroll) in MAT271 or higher. If the math tutor has already taken MAT271 or higher, the minimum grade earned in each course must be a B.

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

Special training or additional requirements (if any):

Pay Rate: On Campus - \$12.00/hr.

Length of Employment: Academic Year

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

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 Tech Community College

Department Name: Individualized Learning Center

Position/Classification of Job Title: Clerical Assistant

Position Location: Scott North Wake Campus

Supervisor Name: Elizabeth W Williams

Agency's Mission Statement and Description of Clients Served: ILC Mission Statement

The Individualized Learning Center (ILC) will provide professional, personalized tutoring in a student-centered environment to empower students as independent learners; through ILC tutoring, faculty partnerships, and supplemental resources, students will attain the skills and strategies to achieve academic success in their college courses, complete their educational goals, and prepare for the workforce.

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 Center Coordinators, office staff and ILC Director with tasks that include: Filing and organizing records, typing projects in Word, Excel, and PowerPoint, answering telephones, responding to inquiries, new student folder preparation, photo-copying, laminating, collating material, pick-up and delivery of interoffice mail.

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

Responsibilities: Typing 40 wpm, Proficiencies in Microsoft Office including, Word, Excel, PowerPoint, Good verbal and written communication skills, Good organization and file management skills, Good accuracy and attention to details

Qualifications: Diploma-Typing 40 wpm

Physical Requirements (if applicable): N/A

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

Pay Rate: On Campus - \$12.00/hr.

Length of Employment: Academic Year

Work Schedule (Days/Hours): 20 hrs/wkly

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: Marketing | Creative Services – Communication & Marketing

Position/Classification of Job Title: Junior Graphic Designer

Position Location: Southern Wake Campus

Supervisor Name: Stephen Coppedge

Agency's Mission Statement and Description of Clients Served: We seek to tell Wake Tech's story in a visually compelling way and inform the public of the opportunities available.

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): 3

Job Description: Wake Tech's Creative Services group is seeking a creative individual to join our team. Duties will include but are not limited to designing and the production of collateral materials and signage, and photography of college events and campus life. Your role will support the goals and objectives of the Creative Services team in the production of materials that represent the visual brand of the college.

Department Description: Creative Services is a source for every employee at the college to utilize to help market and promote their services, classes, programs, etc to the general or target audiences. We also create all on-brand visuals for the college.

Responsibilities: Designing multi-faceted materials for digital and physical campaigns. Printing, mounting, cutting posters, signs, etc. Photographing events, campus scenes, student life, etc. Aiding in the distribution of produced materials as necessary.

Qualifications: ♣ Must have a pleasant and positive attitude

- ♣ Working knowledge of Adobe InDesign
- ♣ Working knowledge of Adobe Illustrator
- ♣ Working knowledge of Adobe Photoshop
- ♣ Knowledge of basic photography concepts a plus
- ♣ Comfortable using an Apple with Adobe CC products

Physical Requirements (if applicable): Ability to sit at computer for extended periods of time. Ability to stand, bend, handle large materials, and work with sharp cutting materials. Ability to climb, crouch, kneel in the event help is needed to set up backdrops or other stage style props, as needed.

Special training or additional requirements (if any):

Pay Rate: On Campus - \$12.00/hr.

Length of Employment: Academic Year

Work Schedule (Days/Hours): HOURS: Up to 20 Hours per week: Monday through Thursday 9 a.m. to 5:00 p.m. and Friday 9 a.m. -3 p.m. according to student availability.

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: Communication and Theatre

Position/Classification of Job Title: Department Assistant

Position Location: Varies

Supervisor Name: Emily Moore

Agency's Mission Statement and Description of Clients Served: Interacts with department leaders, faculty, AHSS division administrators, service areas, and other Wake Tech personnel as needed.

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: Provides administrative and research assistance for the Communication and Theatre Department.

Department Description: The Communication and Theatre Department offers Communication and Drama courses. Our faculty assist students as they work toward their two-year degree or prepare to transfer to a four-year institution. We offer a variety of general education courses in the traditional (face-to-face), hybrid, and on-line formats during the day and evening. As an institution of higher learning, we strive to develop students' critical thinking skills, foster self-discovery, and encourage community involvement.

Responsibilities: Assists with textbook orders and helps maintain an inventory of selected institutional forms and supplies. Assists with letters, memos, and other internal and external forms of communication. Prepares and organizes instructional materials. Assists faculty, department heads and division administrators as needed. Performs other job-related duties as assigned in support of the College's goals and objectives.

Qualifications: High school diploma or equivalent. Good typing skills and good organizational skills. Ability to work independently. Microsoft Office 365 skills. Excellent written and oral communication skills, and the ability to work with a high degree of accuracy and under pressure. Works harmoniously with the staff, faculty, and general public.

Physical Requirements (if applicable): May need to bend over and replace paper in the copy machines or move boxes around in a storage room. May need to go the mail room to pick up 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 - \$12.00/hr.

Length of Employment: Academic Year

Work Schedule (Days/Hours): Days and times vary depending on student's schedule, 5-10 hours per week.

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.

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