



Job Opportunities

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

Current Rate of Pay:

On Campus Positions: \$12.00/ hour

Off Campus: \$15.00/hour

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

Got Questions???

Email: fws@waketech.edu

Resources:

[Work-Study Web Page](#)

[Campus Locations](#)

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

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Laboratory Assistants - Sciences, Information Technology, and Interior Design

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Department: Math & Science

Campus/Location: Northern Wake Campus

Position: [Lab Assistant](#) (1/1)

Department: Math & Science

Campus/ Location: Southern Wake Campus

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Department: Math & Science

Campus/Location: Northern & Southern Wake Campuses

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Student Services & Support

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Department: Admissions & Outreach International Student Office

Campus/Location: Southern Wake Campus

Position: [Information Assistant](#) (2/2)

Department: Admissions & Outreach

Campus/ Location: RTP Campus

Position: [Office Assistant](#) (1/1)

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Department: Military & Veterans Services

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Position: [Office Assistant](#) (2/2)

Department: Financial Aid

Campus/ Location: Southern Wake Campus

Position: [Receptionist/ Office Assistant](#) (2/2)

Department: College and Career Readiness, Advising and Student Success

Position Location: Beltline Education Center

Position: [Clerical Assistant](#) (2/2)

Department: Individualized Learning Center

Campus/ Location: Northern Wake Campus

Position: [Office Assistant](#) (3/3)

Department: Individualized Learning Center

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Position: [Clerical Assistant](#) (2/2)

Department: Individualized Learning Center

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Position: [Office Assistant](#) (3/3)

Department: The Care Center

Campus/ Location: Northern Wake Campus

Position: [Office Assistant](#) (3/3)

Department: The Care Center

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Student Services & Support

Position: [Library Assistant](#) (2/2)

Department: Library Services

Campus/Location: Northern Wake Campus

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Position: [Office Assistant I](#) (2/2)

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Department: Student Activities

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Department: Academic Advising

Campus/ Location: Northern Wake Campus

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Department: The Care Center

Campus/ Location: Perry Health Science Campus

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Department: The Care Center

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Program Operations Administrative Support

Position: Office Assistant (1/1)

Department: Education

Campus/Location: Southern Wake Campus

Position: Clerical Assistant (1/1)

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Department: Arts & Sciences

Campus/Location: North Wake Campus

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Marketing & Communications Support

Position: [Social Media Assistant](#) (2/2)
Department: Communications & Marketing
Campus/Location: Southern Wake Campus

Position: [Student Engagement, Marketing & Communications Assistant](#) (3/3)
Department: Student Money Management
Campus/Location: Northern Wake Campus/ Hybrid

Position: [Social Media Assistant](#) (1/1) **Position Filled**
Department: Financial Aid
Campus/Location: Northern Wake Campus/ Hybrid

Position: [Student Photographer](#) (1/1)
Department: Communications & Marketing
Campus/ Location: Southern Wake Campus

Position: [Branding Assistant](#) (1/1)
Department: Communications & Marketing
Campus/ Location: Southern Wake Campus

Position: [Branding Assistant/ Junior Graphic Designer](#) **Position Filled**
Department: Communications & Marketing
Campus/ Location: Southern Wake Campus

Position: [Social Media & Marketing Manager](#) **Position Filled**
Department: Find Your Path at Wake Tech
Campus/ Location: Boys & Girls Club - Wake County

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Off Campus - Community Service Based Positions

Position: [Guest Engagement Host](#) (5/5)

Department: Off Campus - Community Service

Campus/ Location: Marbles Kids Museum, Raleigh, NC

Position: [Afterschool Mentor/ Recreation Leader](#) (10/10)

Department: Off Campus - Community Service

Campus/ Location: Neighbor to Neighbor Outreach, Raleigh, NC

Position: [Assistant to Lead Performance Coach](#) (10/10)

Department: Off Campus - Community Service

Campus/ Location: Evercenter, Garner, NC

Position: [Concept Development & Design Assistant](#) (10/10)

Department: Off Campus - Community Service

Campus/ Location: Evercenter, Garner, NC

Position: [Line Cook/ Cafe Staff](#) (2/2)

Department: Off Campus - Community Service

Campus/ Location: A Place at the Table, Raleigh, NC

Position: [Family Space Receptionist](#) (2/2)

Department: Off Campus - Community Service

Campus/ Location: Book Harvest, Durham, NC

Position: [Before/ After Care Staff](#) (4/4)

Department: Off Campus - Community Service

Campus/ Location: Dynamic Opportunities, Raleigh, NC

Position: [Education Programs Assistant](#) (10/10)

Department: Off Campus - Community Service

Campus/ Location: Boys & Girls Clubs, Wake County, NC

Position: [Content Marketing Partner](#) (13/13)

Department: Off Campus - Community Service

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

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Athletics

Position: Athletics Operations Assistant (10/10)

Department: Athletics

Campus/Location: Northern & Southern Wake Campuses

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Job Title: Chemistry Lab Assistant

Department: Math & Science

Campus/ Location: Northern Wake Campus

Available Position(s): 3/3

Length of Employment: Academic Year

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

Work Schedule: TBD based on student schedule

Job Description:

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

Qualifications:

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

Physical Requirements:

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

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Job Title: Lab Assistant

Department: Math & Science

Campus/ Location: Southern Wake Campus

Available Position(s): 1/1

Length of Employment: Academic Year

Supervisor Name/ Email Address: Elham Karimimehr/ Email: ekarimimehr@waketech.edu

Work Schedule: TBD based on student schedule

Job Description:

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

Qualifications:

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

Physical Requirements:

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

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Job Title: Lab Assistant

Department: Math & Science

Campus/ Location: RTP Campus

Available Position(s): 3/3

Length of Employment: Academic Year

Supervisor Name/ Email Address: Omolara Glenn/ Email: oglennewaketech.edu

Work Schedule: TBD based on student schedule

Job Description:

The Lab Assistant will primarily provide assistance to the lab technicians by performing tasks related to lab supply and equipment preparation. They will perform routine laboratory tasks necessary for daily operation of the lab prep room and course spaces.

Qualifications:

Basic knowledge of laboratory equipment, ability to do simple math, understanding of basic lab safety (on-job training also provided), ability to work in a safe manner and wear PPE when needed, and basic computer skills. Must be dependable, able to follow instructions, and have an interest in working in the laboratory. A student who taken BIO 110 or 111 or CHM 090 or 151 is preferred.

Physical Requirements:

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

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Job Title: Open Lab Assistant

Department: Simulation and Game Development

Campus/ Location: Southern Wake Campus

Available Position(s): 3/3

Length of Employment: Fall/Spring

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

Work Schedule: TBD based on student schedule

Job Description:

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

Qualifications:

Student must be dependable, meet deadlines, communicate well through oral and written means and work harmoniously with faculty, staff and students. Must be able to update Excel spreadsheets. Must be able to use a cloud environment.

Physical Requirements:

N/A

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Job Title: Finish Library Assistant

Department: Interior Design

Campus/ Location: Southern Wake Campus

Available Position(s): 2/2

Length of Employment: Fall/Spring

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

Work Schedule: TBD based on student schedule

Job Description:

Evaluate the library space and communicate with professors about reorganization vision, needs and wants; Discuss items to be removed or relocated; to where and by whom. Organization of materials in the library; Signage; Categorize materials that need labels.

Qualifications:

Must be an Interior Design student.

Physical Requirements:

N/A

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Job Title: Office Assistant

Department: Admissions & Outreach International Student Office

Campus/ Location: Southern Wake Campus

Available Position(s): 1/2

Length of Employment: Academic Year

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

Work Schedule: TBD based on student schedule

Job Description:

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

Qualifications:

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

Physical Requirements:

N/A

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Job Title: Information Assistant

Department: Admissions & Outreach

Campus/ Location: RTP Campus

Available Position(s): 2/2

Length of Employment: Academic Year

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

Work Schedule: TBD based on student schedule

Job Description:

The Admissions Information Assistant 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.

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:

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

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Job Title: Office Assistant

Department: Military & Veterans Services

Campus/ Location: Southern Wake Campus

Available Position(s): 1/1

Length of Employment: Academic Year

Supervisor Name/ Email Address: Melissa Bendure/ Email: mrbendure@waketech.edu

Work Schedule: TBD based on student schedule

Job Description:

Serves as an assistant to the Veteran Services Education Specialists and Manager. Will assist with the maintenance of department forms, files, and correspondence.

Qualifications:

Must have customer service and general office skills. Must be able to multitask, be punctual, dependable, and outgoing. Must be proficient in Microsoft Word, Excel and Outlook. Must work harmoniously with staff, faculty and general public. Must provide current contact information to supervisor. Accurately maintain time record.

Physical Requirements:

N/A

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Job Title: Office Assistant

Department: Military & Veterans Services

Campus/ Location: Northern Wake Campus

Available Position(s): 1/1

Length of Employment: Academic Year

Supervisor Name/ Email Address: Alan Leigh/ Email: aleigh1@waketech.edu

Work Schedule: TBD based on student schedule

Job Description:

Serves as an assistant to the Veteran Services Education Specialists and Manager. Will assist with the maintenance of department forms, files, and correspondence.

Qualifications:

Must have customer service and general office skills. Must be able to multitask, be punctual, dependable, and outgoing. Must be proficient in Microsoft Word, Excel and Outlook. Must work harmoniously with staff, faculty and general public. Must provide current contact information to supervisor. Accurately maintain time record.

Physical Requirements:

N/A

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Job Title: Office Assistant I

Department: Financial Aid

Campus/ Location: Northern Wake Campus

Available Position(s): 2/2

Length of Employment: Academic Year

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

Work Schedule: TBD based on student schedule

Job Description:

The Office Assistant-Front Desk Attendant will provide stellar customer service by being the first point of contact at the front desk and/or welcome desk. The attendant will also provide clerical assistance for the office and special events upon request.

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:

N/A

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Job Title: Office Assistant I

Department: Financial Aid

Campus/ Location: Southern Wake Campus

Available Position(s): 2/2

Length of Employment: Academic Year

Supervisor Name/ Email Address: Evangeline Atkinson/ Email: elatkinson@waketech.edu

Work Schedule: TBD based on student schedule

Job Description:

The Office Assistant will provide stellar customer service by being the first point of contact at the Financial Aid Express Desk, answering telephone calls, responding to financial aid email inquiries, assisting students completing the Free Application for Federal Student Aid (FAFSA) and other general office duties. The attendant will also provide clerical assistance for the office and special events upon request.

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:

Must be able to lift 15 lbs. and sit or stand for 2 or more hours.

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Job Title: Receptionist/ Office Assistant

Department: College and Career Readiness, Advising and Student Success

Campus/ Location: Beltline Education Center

Available Position(s): 2/2

Length of Employment: Academic Year

Supervisor Name/ Email Address: Erik Russ/ Email: emruss@waketech.edu

Work Schedule: Monday – Thursday, noon – 5pm, (we are flexible based on student schedule)

Job Description:

The Advising and Student Success Team operates out of the Advising Center at the Beltline Education Center, assisting College and Career Readiness students connect with resources, communicate with instructors, register for classes, sign up for enrollment sessions.

Qualifications:

Excellent customer service on the phone, in email, and in person. Comfort with Microsoft Outlook, Excel, and Teams. Ability to work in a team environment. Punctuality.

Physical Requirements:

N/A

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Job Title: Clerical Assistant

Department: Individualized Learning Center

Campus/ Location: Northern Wake Campus

Available Position(s): 2/2

Length of Employment: Academic Year

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

Work Schedule: TBD based on student schedule.

Job Description:

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

Qualifications:

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

Physical Requirements:

N/A

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Job Title: Office Assistant

Department: Individualized Learning Center

Campus/ Location: Southern Wake Campus

Available Position(s): 3/3

Length of Employment: Academic Year

Supervisor Name/ Email Address: Carrie Garrett/ Email: clgarrett@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

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

Qualifications:

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

Physical Requirements:

N/A

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Job Title: Clerical Assistant

Department: Individualized Learning Center

Campus/ Location: RTP Campus

Available Position(s): 2/2

Length of Employment: Academic Year

Supervisor Name/ Email Address: Jerry Turner/ Email: jdtturner5@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

Greeting students & visitors, answering phones, assisting with proper student sign in/sign-out procedures, and other general office tasks such as copying and filing.

Qualifications:

Typing 40 wpm, Proficiencies in Microsoft Office including Word, Excel, PowerPoint, Good verbal and written communication skills, Good organization and good file management skills, pay attention to details. Must be dependable and friendly.

Physical Requirements:

N/A

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Job Title: Office Assistant

Department: Student Support – Care Center

Campus/ Location: Northern Wake Campus

Available Position(s): 3/3

Length of Employment: Academic Year

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

Work Schedule: TBD based on student schedule.

Job Description:

The CARE 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.

Qualifications:

The office assistant must display outstanding customer service skills and a cheerful attitude. Knowledgeable in Microsoft Word, Excel, 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:

N/A

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Job Title: Office Assistant

Department: Student Support – Care Center

Campus/ Location: Southern Wake Campus

Available Position(s): 3/3

Length of Employment: Academic Year

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

Work Schedule: TBD based on student schedule.

Job Description:

The CARE 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.

Qualifications:

The office assistant must display outstanding customer service skills and a cheerful attitude. Knowledgeable in Microsoft Word, Excel, 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:

N/A

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Job Title: Library Assistant

Department: Library Services

Campus/ Location: Northern Wake Campus

Available Position(s): 2/2

Length of Employment: Academic Year

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

Work Schedule: TBD based on student schedule.

Job Description:

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

Qualifications:

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

Business casual dress code is required.

Physical Requirements:

N/A

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Job Title: Library Assistant

Department: Library Services

Campus/ Location: Western Wake Campus

Available Position(s): 2/2

Length of Employment: Academic Year

Supervisor Name/ Email Address: Katy Hoffler/ Email: kshoffler@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

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

Qualifications:

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

Physical Requirements:

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

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Job Title: Library Assistant

Department: Library Services

Campus/ Location: Western Wake Campus

Available Position(s): 1/1

Length of Employment: Academic Year

Supervisor Name/ Email Address: Paula Hartman/ Email: pahartman@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

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

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:

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

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Job Title: Office Assistant I

Department: Student Activities

Campus/ Location: Northern Wake Campus

Available Position(s): 2/2

Length of Employment: Academic Year

Supervisor Name/ Email Address: Kela Farmer/ Email: kpfarmer@waketech.edu

Work Schedule: TBD based on student schedule. **Please note: some evening hours may be required as a result of scheduled evening events.

Job Description:

Assist the Student Activities staff with general office work as well as event preparation and execution. Student Lounge Coverage - Giving out gaming equipment, lost and found management, monitoring students in the student lounge.

Qualifications:

Must have a pleasant attitude, be punctual, accountable, and flexible.

Physical Requirements:

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

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Job Title: Office Assistant I

Department: Student Activities

Campus/ Location: Southern Wake Campus

Available Position(s): 4/4

Length of Employment: Fall/ Spring

Supervisor Name/ Email Address: Katherine Smith/ Email: klsmith23@waketech.edu

Work Schedule: TBD based on student schedule. **Please note: Occasional Saturdays

Job Description:

Support student events and activities on South campus, as well as occasional travel to other Wake Tech campuses in the Triangle, to include, but not limited to, clerical tasks, marketing, logistical planning, and event day help on campuses.

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. Casual dress code, unless otherwise notified per specific event.

Physical Requirements:

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

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Job Title: Office Assistant I

Department: Student Activities

Campus/ Location: Southern Wake Campus

Available Position(s): 2/2

Length of Employment: Fall/ Spring

Supervisor Name/ Email Address: Luanne Burns/ Email: lmburns@waketech.edu

Work Schedule: TBD based on student schedule. **Please note: some evening hours may be required as a result of scheduled evening events.

Job Description:

Assist the Student Activities staff with general office work as well as event preparation and execution. Student Lounge Coverage - Giving out gaming equipment, lost and found management, monitoring students in the student lounge.

Qualifications:

Must have a pleasant attitude, be punctual, accountable, and flexible.

Physical Requirements:

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

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Job Title: Clerical Assistant

Department: Individualized Learning Center

Campus/ Location: Perry Health Science Campus

Available Position(s): 1/1

Length of Employment: Academic Year

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

Work Schedule: TBD based on student schedule.

Job Description:

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

Qualifications:

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

Physical Requirements:

N/A

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Job Title: Clerical Assistant

Department: Individualized Learning Center

Campus/ Location: Western Wake Campus

Available Position(s): 2/2

Length of Employment: Academic Year

Supervisor Name/ Email Address: James Strickland/ Email: jhstrickland@waketech.edu

Work Schedule: Monday & Wednesday, 3pm–6pm and Tuesday & Thursday, 2pm–6pm

Job Description:

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

Qualifications:

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

Physical Requirements:

N/A

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Job Title: Office Assistant

Department: Registration and Records

Campus/ Location: North Wake Campus

Available Position(s): 2/2

Length of Employment: Academic Year

Supervisor Name/ Email Address: Tamika Brown/ Email: trbrown8@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

This position serves as the curriculum records liaison and first point of contact for students, faculty and staff.

Qualifications:

Ability to maintain records accurately, safeguard the confidentiality of student records, and meet deadlines consistently.

Demonstrated ability to work as part of a team. Excellent organizational skills and attention to detail.

Excellent customer service skills. Excellent written and verbal communication skills. Intermediate skills with MS Office products including Word and Excel.

Physical Requirements:

N/A

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Job Title: Office Assistant

Department: Academic Advising

Campus/ Location: Perry Health Science Campus

Available Position(s): 1/1

Length of Employment: Academic Year

Supervisor Name/ Email Address: Allyson Naylor/ Email: ahnaylor@waketech.edu

Work Schedule: TBD based on student schedule.

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 academic advising on the Perry Health Science Campus.

This position will also provide administrative support assistance.

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. Experience in use of college website and student portals including my.waketech.edu and Self Service.

Physical Requirements:

Must be able to lift 10 lbs. and sit or stand for 2 or more hours.

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Job Title: Office Assistant

Department: Academic Advising

Campus/ Location: Northern Wake Campus

Available Position(s): 4/4

Length of Employment: Academic Year

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

Work Schedule: TBD based on student schedule.

Job Description:

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

Qualifications:

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

Physical Requirements:

N/A

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Job Title: Office Assistant

Department: Student Support – Care Center

Campus/ Location: Perry Health Science Campus

Available Position(s): 3/3

Length of Employment: Academic Year

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

Work Schedule: TBD based on student schedule.

Job Description:

The CARE 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.

Qualifications:

The office assistant must display outstanding customer service skills and a cheerful attitude. Knowledgeable in Microsoft Word, Excel, 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:

N/A

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Job Title: Office Assistant

Department: Student Support – Care Center

Campus/ Location: Wake Tech East Campus

Available Position(s): 3/3

Length of Employment: Academic Year

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

Work Schedule: TBD based on student schedule.

Job Description:

The CARE 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.

Qualifications:

The office assistant must display outstanding customer service skills and a cheerful attitude. Knowledgeable in Microsoft Word, Excel, 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:

N/A

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Job Title: Office Assistant

Department: Education Department

Campus/ Location: Southern Wake Campus

Available Position(s): 1/1

Length of Employment: Academic Year

Supervisor Name/ Email Address: Nikki Leonard/ Email: nmleonard1@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

The student worker will be providing administrative support and assisting in operational activities and upcoming initiatives for the EDU Department.

Qualifications:

Looking for a positive attitude with knowledge and/or experience of the skills needed to maintain an office.
Excellent communication skills as well as punctuality and a professional demeanor are expected.
Student enrolled in the EDU department preferred.

Physical Requirements:

N/A

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Job Title: Clerical Assistant

Department: Social Sciences

Campus/ Location: Southern Wake Campus; Northern Wake Campus

Available Position(s): 2/2

Length of Employment: Academic Year

Supervisor Name/ Email Address: Nikki Leonard/ Email: nmleonard1@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

Various clerical tasks helping faculty and staff.

Qualifications:

Must have customer service and general office skills.

Physical Requirements:

N/A

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Job Title: Department Assistant

Department: Human Services Technology

Campus/ Location: Northern Wake Campus

Available Position(s): 1/1

Length of Employment: Academic Year

Supervisor Name/ Email Address: Dawn Harvel/ Email: dfharvel@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

The Human Services Technology Department Assistant will provide a variety of support services to department faculty and students.

Qualifications:

Must have a pleasant and positive attitude. Knowledge of MS Office products and ability to navigate Blackboard and Self-Service comfortably. Experience creating graphics desired but not required. Must be punctual, consistent, and able to handle confidential information with professionalism. Must be willing to learn new skills and to provide good customer service to faculty and students.

Ability to work with limited supervision. Must maintain a neat and clean appearance when working in the office.

Physical Requirements:

N/A

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Job Title: Office Assistant I

Department: Arts & Sciences

Campus/ Location: Northern Wake Campus

Available Position(s): 1/1

Length of Employment: Academic Year

Supervisor Name/ Email Address: Julie Reichbach/ Email: jreichbach@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

Assist the High Impact Practices Team (HIP) with routine office tasks, assist faculty and students with general inquiries, and support initiatives, including Global Education, Honors, Peer Tutoring, Service Learning, and START Internship Program.

Qualifications:

Working knowledge of Microsoft Office Suite such as Word and Excel; able to work independently, willingness to learn, attention to detail, organized, and the ability to work in a fast paced environment.

Physical Requirements:

N/A

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Job Title: STEM Center Assistant

Department: Math & Science

Campus/ Location: Northern Wake Campus; Southern Wake Campus

Available Position(s): 10/10

Length of Employment: Academic Year

Supervisor Name/ Email Address: John Bakken/ Email: jrbakken@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

The STEM Center Assistant will provide stellar customer service by opening the STEM Center and making the space available to Wake Tech students. The Assistant will also ensure visitors to the STEM Center sign-in and use the STEM Center appropriately.

Qualifications:

Trustworthy.

Physical Requirements:

N/A

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Job Title: Social Media Assistant

Department: Communications & Marketing

Campus/ Location: Southern Wake Campus

Available Position(s): 1/1

Length of Employment: Academic Year

Supervisor Name/ Email Address: Joshua McKinney/ Email: jlmckinney@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

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

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. Comfortable and familiar with creating social media content for platforms like Instagram and TikTok. Clear understanding of how to use a smartphone for photo and video elements. Able to call student, faculty, staff or business contacts on the phone to request information or schedule photo and/or video shoots. Some education or experience in fields such as communications, marketing, public relations, graphic design, English, or business analytics. Experience with Adobe Creative software such as Photoshop or InDesign is a plus, but not required. Social media monitoring tools is a plus, but not required.

Physical Requirements:

N/A

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Job Title: Social Media Assistant

Department: Financial Aid

Campus/ Location: Northern Wake Campus/ Hybrid

Available Position(s): Position Filled

Length of Employment: Academic Year

Supervisor Name/ Email Address: Alexia Davis/ Email: amdavis8@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

The Social Media Assistant will provide a fresh perspective and perform a wide range of tasks in support of the strategic social media and marketing efforts for the Financial Aid Office of The North Carolina's largest community college.

Qualifications:

Excellent oral and written communication, organizational, and personal interaction skills. Must enjoy working in a team-oriented collaborative atmosphere. Knowledge of social media platforms such as Facebook, Instagram and Twitter. Eagerness to learn about new innovations and software. A creative thinker with an ability to think out of the box. Detailed oriented. Be familiar with various tools used for social media such as scheduling applications, creative aids and graphics editors. Must be able to work independently in order to be considered for remote work option. Familiar with creative software/ applications.

Physical Requirements:

N/A

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Job Title: Student Photographer

Department: Communications & Marketing

Campus/ Location: Southern Wake Campus

Available Position(s): 1/1

Length of Employment: Academic Year

Supervisor Name/ Email Address: Court Johnson/ Email: cjohnson50@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

Assist the college photographer in providing marketing and event photography for Wake Tech. Photos needed include sporting events, student events, marketing photos of each degree program, campus beauty shots, candids of students, department headshots, etc. The student photographer should feel comfortable second shooting along with the college photographer for some events, and also being alone at other events as the primary photographer.

Qualifications:

At least one year of experience using a DSLR camera and comfortable using manual mode to properly expose images. Comfortable adjusting shutter speed, aperture, and ISO to each photoshoot's needs. • Some experience with OCF (off camera flash) is preferred. • Excellent interpersonal social skills to make others feel comfortable in front of the camera. • Experience with Lightroom to cull through images and edit photos true to life (making sure exposure is correct and maintaining accurate colors- especially skin tones).

Physical Requirements:

Must be able to lift and carry heavy camera equipment.

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Job Title: Branding Assistant

Department: Communications & Marketing

Campus/ Location: Southern Wake Campus

Available Position(s): 1/1

Length of Employment: Academic Year

Supervisor Name/ Email Address: Francie Sanderson/ Email: fwsanderson@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

Communications & Marketing, Communications Operations & Brand Management 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.

Qualifications:

Must have a pleasant attitude. Knowledgeable in Microsoft Word, Excel, and Adobe. Must be flexible and quickly able to learn and retain information. Must be punctual. Ability to work with limited supervision. Business casual dress code is required.

Physical Requirements:

N/A

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Job Title: Branding Assistant/ Junior Graphic Design

Department: Communications & Marketing

Campus/ Location: Southern Wake Campus

Available Position(s): Position Filled

Length of Employment: Academic Year

Supervisor Name/ Email Address: Gabriela Truelove/ Email: gatruelove@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

Wake Tech's Creative Services team is seeking a creative individual to join our team. Duties will include but are not limited to designing and producing of collateral materials and signage, and some photography of college events and campus life. Your role will support the Creative Services 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 punctuality. Knowledge of Microsoft Word, Excel, and PowerPoint. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily.

Physical Requirements:

N/A

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Job Title: Social Media & Marketing Manager

Department: Wake Tech Work Force Community Outreach

Campus/ Location: Boys & Girls Club - Wake County

Available Position(s): Position Filled

Length of Employment: Academic Year

Supervisor Name/ Email Address: CC Hardy/ Email: chardy@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

The Social Media and Marketing Manager is a hybrid position that reports directly to the Workforce Community Outreach Officer (WCOO) and will oversee all Workforce Community Outreach social media accounts and create engaging content that reaches a wide audience in the local community. This position creates program advertising materials such as flyers and other trendy printed/digital materials. They will also assist with other duties as assigned.

Qualifications:

Must have a positive attitude, good customer service skills and enjoys interacting with people. Good critical thinking and problem solving skills. Ability to work independently with limited supervision and excellent reading and writing skills. Experience in Marketing, Graphic Design/Flyer Creation, Google Workplace Apps, Microsoft Suite, and online platforms such as Canva and Instagram. Must have reliable transportation as working location may vary throughout the week.

Physical Requirements:

N/A

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Job Title: Student Engagement/ Marketing & Communications Assistant

Department: Student Money Management

Campus/ Location: Northern Wake Campus

Available Position(s): 3/3

Length of Employment: Academic Year

Supervisor Name/ Email Address: Tiffany Cogdell/ Email: tdcogdell@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

The Student Engagement, Marketing & Communications Assistant will play a crucial role in supporting the marketing and communications efforts of the Student Money Management (SMM) department. This position involves interacting with students, calendar management, event planning, and coordination with the social media team to enhance outreach and student engagement.

Qualifications:

The ideal candidate will have strong organizational and time management skills, great interpersonal skills, written and verbal communication abilities, and proficiency in using email and calendar management tools. Experience in event planning or coordination is a plus, along with basic photography skills. Additionally, the ability to work collaboratively with a team is essential. Ability to speak Spanish is a plus.

Physical Requirements:

Must be able to stand, bend, crouch; lift and carry up to 15 pounds.

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Job Title: Play Store Host/ Theater Host/ Guest Engagement Host/ Learning Engagement Host

Department: Off Campus – Community Service Partner

Campus/ Location: Marbles Kids Museum, Downtown Raleigh

Available Position(s): 5/5

Length of Employment: Academic Year

Supervisor Name/ Email Address: Ian Gibbons/ Email: ijgibbons@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

The Play Store Host is responsible for fulfilling the store's daily operations while delivering a top-notch guest experience.

The Theater Host is responsible for fulfilling the theater's daily operations by running the concessions and ticketing procedures while delivering a top-notch guest experience. **The Guest Engagement Host** is responsible for delivering guest-facing functions to support museum operations, including, but not limited to exhibit activation, welcome desk, museum opening and closing duties, and group and birthday party assistance while interacting with guests in a friendly and professional manner. **The Learning Engagement Host** is responsible for coordinating and delivering facilitated museum programming at Marbles while interacting with guests in a friendly and professional manner.

Qualifications:

1 year of customer service experience, particularly with families and young children (preferred). Museum or equivalent experience is a plus. Excellent verbal and written communication skills. Experience with point-of-sale system a plus.

Physical Requirements:

Walking, standing, stooping, bending, and reaching. Ability to stand for long periods of time.
Occasionally using a ladder, and going up and down stairs.
Must frequently lift and/or move up to 25 pounds.

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Job Title: Afterschool Mentor/ Recreation Leader

Department: Off Campus – Community Service Partner

Campus/ Location: Neighbor to Neighbor Outreach, Downtown Raleigh

Available Position(s): 10/10

Length of Employment: Academic Year

Supervisor Name/ Email Address: Ian Gibbons/ Email: ijgibbons@waketech.edu

Work Schedule: Mon.–Thurs., Afterschool hours – 4:30pm – 7:00pm

Job Description:

In search of academic mentors to work 1:1 with elementary and middle school students on reading and math. The curriculum and instruction for these sessions will be supported by full-time staff. Employees will also be asked to monitor and participate with students in different recreational activities at the agency's site during after school hours. There are two outdoor basketball courts, an open field and an indoor art/game room. Employees need to be flexible, team players, self-motivated and able to supervise small groups of youth. Patience is an asset. An ability to work with many different types of people is key.

Qualifications:

Patience, Initiative, Growth Mindset and Persistence are key attributes for success in working with students in our program. Individuals should be flexible and open to different roles during their time at the program. Discernment and communication are also valuable skills to have in this position. Training will be done before the program starts.

Physical Requirements:

N/A

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Job Title: Assistant to Lead Performance Coach

Department: Off Campus – Community Service Partner

Campus/ Location: EverCenter, Garner, NC

Available Position(s): 10/10

Length of Employment: Academic Year

Supervisor Name/ Email Address: Ian Gibbons/ Email: ijgibbons@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

The Assistant will work directly with our Lead Performance Coaches and also assist department directors in facilitation and execution of (1) Workplace & Culture Surveys. (2) Team Training Workshops. (3) Operations Support & Development.

4. Openings & Crisis Navigation. The Assistant will gain essential, hands-on experience in team-building, business development strategy, and operations management.

Qualifications:

Our ideal candidates are, first and foremost, reliable and coachable. It is preferable, but not required, that The Assistant possesses competence in Google Sheets or Excel, strong communication and articulation of ideas, and a high level of interest in entrepreneurship or business management.

Physical Requirements:

N/A

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Job Title: Concept Development & Design Assistant

Department: Off Campus – Community Service Partner

Campus/ Location: EverCenter, Garner, NC

Available Position(s): 10/10

Length of Employment: Academic Year

Supervisor Name/ Email Address: Ian Gibbons/ Email: ijgibbons@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

The Concept Development & Design Assistant will work directly with department directors and co-founders to facilitate the execution of (1) Renderings of Project Designs. (2) Researching Strategic Partners. (3) Researching Grants and Foundatons. 4. Business Plan Development.

Qualifications:

Our ideal candidates are, first and foremost, reliable and coachable. Candidates must possess competence in 3D modeling, be confident in communicating and articulating ideas, and have a high level of interest in the environment & sustainability, agriculture, or engineering.

Physical Requirements:

N/A

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Job Title: Line Cook/ Cafe Staff

Department: Off Campus – Community Service Partner

Campus/ Location: A Place at the Table, Downtown Raleigh

Available Position(s): 2/2

Length of Employment: Academic Year

Supervisor Name/ Email Address: Ian Gibbons/ Email: ijgibbons@waketech.edu

Work Schedule: TBD based on student schedule. Cafe open Tuesday – Sunday, 8am – 2pm.

Job Description:

Cafe Staff will represent the values of A Place at the Table, bringing people together around good food. This position will be in the front of the house, working with the General Manager, Community and De-escalation Specialist, Community Ambassador, and the Chef De Cuisine as needed. You will perform a variety of tasks, from stocking supplies, checking in volunteers, working expo position with kitchen, cleaning tables and counters, greeting customers, assigning volunteer tasks, training volunteers and answering questions. **Line Cook** will represent the values of A Place at the Table, bringing people together around good food. This position will rotate between Line Cook, Prep, and Expo position, working with the General Manager and Chef De Cuisine as needed. You will perform a variety of tasks, from preparing food, canning preserved foods, training kitchen-volunteers, serving food, washing dishes and answering questions. To achieve this, you'll need to be comfortable working with all types of people. A Place at the Table partners with Raleigh City Farm where we source fresh produce grown blocks away. Kitchen staff are encouraged to bring their own creativity to the Table.

Qualifications:

Able to work quickly and accurately during busy periods. Able to collaborate with all staff to ensure organization mission is achieved. Adaptable, creative, and takes initiative. Excellent time management skills.

Stellar customer service skills. Reliable, trustworthy, and open to learning new ways of doing things.

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Physical Requirements:

N/A

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Job Title: Family Space Receptionist

Department: Off Campus – Community Service Partner

Campus/ Location: Book Harvest, Durham, NC

Available Position(s): 2/2

Length of Employment: Academic Year

Supervisor Name/ Email Address: Ian Gibbons/ Email: ijgibbons@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

The Family Space Receptionist contributes to our reputation in Durham County as a warm, inclusive community resource. The receptionist is a highly visible member of our Community Engagement team, greeting and engaging with the children, families, teachers, nonprofit partners, book donors, volunteers, funders, and others who visit our Family Space, providing them with exceptional hospitality. Having a consistent person in this role will allow for us to keep our Family Space open during evenings and weekends, making it more accessible for children and families to enjoy.

Qualifications:

Communication skills and ability to interact respectfully with a wide range of individuals from a diverse community. Bilingual in English and Spanish is a plus. Confident and self-motivated with initiative to learn; can proactively ask for help and anticipate problems.

Physical Requirements:

N/A

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Job Title: Family Space Receptionist

Department: Off Campus – Community Service Partner

Campus/ Location: Book Harvest, Durham, NC

Available Position(s): 2/2

Length of Employment: Academic Year

Supervisor Name/ Email Address: Ian Gibbons/ Email: ijgibbons@waketech.edu

Work Schedule: TBD based on student schedule.

Job Description:

The Family Space Receptionist contributes to our reputation in Durham County as a warm, inclusive community resource. The receptionist is a highly visible member of our Community Engagement team, greeting and engaging with the children, families, teachers, nonprofit partners, book donors, volunteers, funders, and others who visit our Family Space, providing them with exceptional hospitality. Having a consistent person in this role will allow for us to keep our Family Space open during evenings and weekends, making it more accessible for children and families to enjoy.

Qualifications:

Communication skills and ability to interact respectfully with a wide range of individuals from a diverse community. Bilingual in English and Spanish is a plus. Confident and self-motivated with initiative to learn; can proactively ask for help and anticipate problems.

Physical Requirements:

N/A

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Job Title: Before/After Care Staff

Department: Off Campus – Community Service Partner

Campus/ Location: Dynamic Opportunities, Raleigh, NC

Available Position(s): 4/4

Length of Employment: Academic Year

Supervisor Name/ Email Address: Ian Gibbons/ Email: ijgibbons@waketech.edu

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

Job Description:

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

Qualifications:

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

Physical Requirements:

N/A

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Job Title: Education Programs Assistant

Department: Off Campus – Community Service Partner

Campus/ Location: Boys & Girls Clubs

Available Position(s): 5/5

Length of Employment: Academic Year

Supervisor Name/ Email Address: Ian Gibbons/ Email: ijgibbons@waketech.edu

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

Job Description:

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. Online and in person training will be provided before working.

Physical Requirements:

N/A

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Job Title: Content Marketing Partner

Department: Off Campus – Community Service Partner

Campus/ Location: Raleigh Film and Art Festival

Available Position(s): 13/13

Length of Employment: Academic Year

Supervisor Name/ Email Address: Ian Gibbons/ Email: ijgibbons@waketech.edu

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

Job Description:

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

Qualifications:

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

Physical Requirements:

N/A

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Job Title: Athletics Operatins Assistant

Department: Athletics

Campus/ Location: Southern Wake Campus/ Northern Wake Campus

Available Position(s): 10/10

Length of Employment: Fall/ Spring

Supervisor Name/ Email Address: Brett Rutherford/ Email: bgrutherford@waketech.edu

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

Job Description:

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

Qualifications:

Must be punctual, dependable, and willing to learn multiple skills in a short time. Must be able to work independently. Good verbal and written communication skills, and customer first service attitude required. Must have reliable transportation. Sport Management or Marketing degree seeking students preferred but not required. Experience with Adobe Creative, Photoshop, Reels, InDesign software preferred but not required. Minimum of \$3500 award availability preferred but not required.

Physical Requirements:

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

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