

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

# Federal Work-Study Job Opportunities

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**2023-2024  
ACADEMIC YEAR**

[financialaid.waketech.edu](https://financialaid.waketech.edu)  
[fws@waketech.edu](mailto:fws@waketech.edu)



**Department Name:** [Math & Sciences](#)

**Position/Classification of Job Title:** [Chemistry Lab Assistant](#)

**Position Location:** [Scott Northern Wake Campus](#)

**Supervisor Name:** [Sahel Shahroudi](#)

**Supervisor Email Address:** [sshahroudi@waketech.edu](mailto:sshahroudi@waketech.edu)

**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.

**Department Description:** The Physical Sciences Department is part of the Mathematics, Sciences, and Engineering Division. The department offers courses in chemistry, and geology for the university transfer programs of study leading to the associate in arts (A.A.), the associate in sciences (A.S.), and the Associate in Engineering (A.E.) degrees.

**Available Positions – Fall -Spring (August - May):** 3

**Available Positions - Summer (Late May-July):** 2

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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.

**Responsibilities:**

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

**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.

**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.

12/6/2023

**Department Name:** [Math and Sciences](#)  
**Position/Classification of Job Title:** [Lab Assistant](#)  
**Position Location:** [Southern Wake Campus](#)  
**Supervisor Name:** [Elham Karimimehr](#)  
**Supervisor Email Address:** [ekarimimeher@waketech.edu](mailto:ekarimimeher@waketech.edu)

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**Available Positions – Fall -Spring (August - May):** 1  
**Available Positions - Summer (Late May-July):** 1

**Pay Rate:** On Campus - \$12.00/hr.  
**Length of Employment:** Academic Year  
**Work Schedule (Days/Hours):** 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.

**Responsibilities:**

- Organizing& updating student drawers at lab
- Glassware washing
- Break down labs and swap labs.
- Assist to update the inventory of chemical waste.
- Refill DI water
- Transfer chemistry equipment to labs.
- Fill up hand sops dispenser.
- Clean up Analytical balances
- Refill transfer pipet, gloves
- Help prepare and transfer solution to their box.

**Qualifications:** Verbal and written communication skills  
Mathematic and measurement skills(basic)  
Knowledge of computer (basic)  
Good teamwork skills  
Ability to keep detailed records.

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

**Special training or additional requirements (if any):** Safety on-line training

**Department Name:** [Math & Sciences](#)

**Position/Classification of Job Title:** [Lab Assistant](#)

**Position Location:** [RTP Campus](#)

**Supervisor Name:** [Omolara Glenn](#)

**Supervisor Email Address:** [oglenn@waketech.edu](mailto:oglenn@waketech.edu)

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**Department Description:** Wake Tech's Life Sciences Department is committed to helping students develop professional knowledge and behaviors geared toward success in their occupational goals through equitable engagement in innovative learning. To achieve this, the department is dedicated to rigorous academic standards, coupled with strong academic support and meaningful development for faculty and staff.

**Available Positions – Fall -Spring (August - May):** 3-4

**Available Positions - Summer (Late May-July):** 3-4

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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 & equipment preparation. They will perform routine laboratory tasks necessary for daily operation of the lab prep room and course spaces.

**Responsibilities:**

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

**Qualifications:** Basic knowledge of laboratory equipment, ability to do simple math, understanding of basic lab safety (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 has taken BIO 110 or 111 or CHM 090 or 151 is preferred.

**Physical Requirements (if applicable):** Able to stand, bend, kneel; lift and carry up to 20 lbs.

**Special training or additional requirements (if any):** Safety on-line training

**Department Name:** [Math & Sciences](#)

**Position/Classification of Job Title:** [Lab Assistant](#)

**Position Location:** [RTP Campus](#)

**Supervisor Name:** [Cydney Wang](#)

**Supervisor Email Address:** [cwang4@waketech.edu](mailto:cwang4@waketech.edu)

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**Available Positions – Fall -Spring (August - May):** 2

**Available Positions - Summer (Late May-July):** 1

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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 & equipment preparation. They will perform routine laboratory tasks necessary for daily operation of the lab prep room and course spaces.

**Responsibilities:**

- Check designated prep areas for glassware that needs to be washed.
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- Put clean glassware away in labs and prep areas.
- Refill all water and cleaner bottles in labs.
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- Assist in setting up lab using prep sheets and supervisor's instruction.
- Make copies of lab procedures and any handouts used during lab.
- Assist with inventory of chemicals, equipment, and other supplies.
- Check all eyewash stations weekly and safety showers monthly.

**Qualifications:** Basic knowledge of laboratory equipment, ability to do simple math, understanding of basic lab safety (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 has taken BIO 110 or 111 or CHM 090 or 151 is preferred.

**Physical Requirements (if applicable):** Able to stand, bend, kneel; lift and carry up to 20 lbs.

**Special training or additional requirements (if any):** Safety on-line training



**Department Name:** [Math & Sciences](#)  
**Position/Classification of Job Title:** [Lab Assistant](#)  
**Position Location:** [Southern Wake Campus](#)  
**Supervisor Name:** [Courtney Reich](#)  
**Supervisor Email Address:** [cereich@waketech.edu](mailto:cereich@waketech.edu)

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**Available Positions – Fall -Spring (August - May):** 2-4  
**Available Positions - Summer (Late May-July):** unknown

**Pay Rate:** On Campus - \$12.00/hr.  
**Length of Employment:** Academic Year  
**Work Schedule (Days/Hours):** 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 & equipment preparation. They will perform routine laboratory tasks necessary for daily operation of the lab prep room and course spaces.

**Responsibilities:**

- Check designated prep areas for glassware that needs to be washed.
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- Assist in setting up lab using prep sheets and supervisor's instruction.
- Make copies of lab procedures and any handouts used during lab.
- Assist with inventory of chemicals, equipment, and other supplies.
- Check all eyewash stations weekly and safety showers monthly.

**Qualifications:** Basic knowledge of laboratory equipment, ability to do simple math, understanding of basic lab safety (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 has taken BIO 110 or 111 or CHM 090 or 151 is preferred.



**Physical Requirements (if applicable):** Lift up to 20-30 lbs; Ability to stand and tolerate lab odors.

**Special training or additional requirements (if any):** Safety on-line training

**Department Name:** [Admissions & Outreach International Student Office](#)

**Position/Classification of Job Title:** [Office Assistant](#)

**Position Location:** [Southern Wake Campus](#)

**Supervisor Name:** [Princess Solomon](#)

**Supervisor Email Address:** [pmsolomon@waketech.edu](mailto:pmsolomon@waketech.edu)

**Agency's Mission Statement and Description of Clients Served:** International Student Services and Admissions Records serve to get applicants moved to students. International Student Services' mission is to be a liaison for immigration to ensure Wake Tech and international students adhere to the regulations while international students receive a U.S. education.

**Department Description:** International Student Services serves F-1 international students with admissions, visa/status process, immigration regulations, and the F-1 student life cycle. Admissions Records serves all students with processing their admissions and getting the applicants moved to students.

**Available Positions – Fall -Spring (August - May):** 2

**Available Positions - Summer (Late May-July):** 2

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

**Length of Employment:** Academic Year

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

**Job Description:** The Office Assistant will assist the International Student Office and Admissions & Outreach with operational procedures to help streamline the office.

**Responsibilities:**

- Answer/screen the International Student Office phone line.
- Return voicemails.
- Print and manage materials for office packets.
- Issue Acceptance and Embassy letters.
- Create I-20 packets to email.
- Mail documents to international students.
- Create new student check-in folders.
- Complete special projects as assigned.
- Provide student support with form/application completion.

**Qualifications:**

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

**Physical Requirements (if applicable):** N/A

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

**Department Name:** [Admissions and Outreach](#)  
**Position/Classification of Job Title:** [Information Assistant](#)  
**Position Location:** [RTP Campus](#)  
**Supervisor Name:** [Anna Squeri](#)  
**Supervisor Email Address:** [asqueri@waketech.edu](mailto:asqueri@waketech.edu)

**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.

Vision: We will reach students in every part of Wake County and rally around them to go as far as their dreams, talents and resilience take them.

**Department Description:** The Wake Tech Admissions department exists to ensure that all students will have the opportunity to pursue their educational goals successfully through a caring, supportive, collaborative, and professional environment. The department strives to provide quality service and implement sound enrollment management strategies to positively impact student retention and completion rates.

**Available Positions – Fall -Spring (August - May):** 2

**Available Positions - Summer (Late May-July):** 2

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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.

**Responsibilities:** This position provides basic clerical support for Admissions Information Services and Admission Enrollment Records. The Assistant will greet the general public and provide basic college directional information, manages orderly Intake for Admissions Information Services staff, provide backup support for Admissions Information staff as needed, troubleshoot student questions and respond to electronic and Admissions phone inquiries, maintain promotional materials for Admission Information Services, contribute to daily statistical data for annual reporting, serve as back-up for campus tours and other college events and outreach activities, provides basic clerical support for the Admissions and Outreach division as assigned.

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

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

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

**Department Name:** [Military & Veterans Services](#)

**Position/Classification of Job Title:** [Office Assistant](#)

**Position Location:** [Southern Wake Campus](#)

**Supervisor Name:** [Melissa Bendure](#)

**Supervisor Email Address:** [mrbendure@waketech.edu](mailto: mrbendure@waketech.edu)

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**Department Description:** Veteran Services exist to support and enhance the educational experience of our student veterans and eligible dependents by assisting with the transition into higher education to achieve their career goals. We are committed to providing our veterans with the highest quality of academic support services by assisting with veteran's education benefits, facilitating the transition into college life, and providing support for their ongoing academic success.

**Available Positions – Fall -Spring (August - May):** 1

**Available Positions - Summer (Late May-July):** 1

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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.

**Responsibilities:** Will provide customers/students with general information and direction. Will assist prospective students with the VA education process. May act as receptionist, answer telephones, forward calls, deliver messages and reply to routine inquiries. Will participate in Military and Veterans programs and events. Must comply with other duties as assigned to assist the department.

**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 (if applicable):** N/A

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

**Department Name:** [Military & Veterans Services](#)  
**Position/Classification of Job Title:** [Office Assistant](#)  
**Position Location:** [Northern Wake Campus](#)  
**Supervisor Name:** [Alan Leigh](#)  
**Supervisor Email Address:** [aleigh1@waketech.edu](mailto:aleigh1@waketech.edu)

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**Available Positions – Fall -Spring (August - May):** 1

**Available Positions - Summer (Late May-July):** 1

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**Length of Employment:** Academic Year

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

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**Physical Requirements (if applicable):** N/A

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

**Department Name:** [Financial Aid](#)  
**Position/Classification of Job Title:** [Office Assistant I](#)  
**Position Location:** [Northern Wake Campus](#)  
**Supervisor Name:** [Antoinette Lebbby](#)  
**Supervisor Email Address:** [adlebbby@waketech.edu](mailto:adlebbby@waketech.edu)

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

**Available Positions – Fall -Spring (August - May):** 2  
**Available Positions - Summer (Late May-July):** 2

**Pay Rate:** On Campus - \$12.00/hr.  
**Length of Employment:** Academic Year  
**Work Schedule (Days/Hours):** 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 located in Building C. The attendant will also provide clerical assistance for the office and special events upon request.

**Responsibilities:** Primary Role - Schedule appointments for in-person and virtual meetings. Take documentation for review and scanning. Greet and direct students, employees, and visitors upon entry into the building. Research campus information as needed, providing stellar customer service. Check and distribute mail. Must be able to multitask. Must be punctual and able to handle confidential information without incident.

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

**Physical Requirements (if applicable):** Must be able to lift 15 lbs. and sit or stand for 2 or more hours.

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

**Department Name:** [Financial Aid](#)  
**Position/Classification of Job Title:** [Office Assistant I](#)  
**Position Location:** [Southern Wake Campus](#)  
**Supervisor Name:** [Evangeline Atkinson](#)  
**Supervisor Email Address:** [elatkinson@waketech.edu](mailto:elatkinson@waketech.edu)

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**Available Positions – Fall -Spring (August - May):** 2

**Available Positions - Summer (Late May-July):** 2

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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 located in Building L, 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.

**Responsibilities:** Primary Role - Greet and direct students, employees, and visitors upon entry into the building. Schedule appointments for in person and virtual meetings. In-take documentation for review and scanning. Research campus information as needed, providing stellar customer service. Check and distribute mail. Must be able to multitask. Must be punctual and able to manage confidential information without incident.

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

**Physical Requirements (if applicable):** Must be able to lift 15 lbs. and sit or stand for 2 or more hours.

**Special training or additional requirements (if any):** Internet navigation and knowledge of Microsoft Office programs.

12/6/2023



**Department Name:** [Financial Aid](#)

**Position/Classification of Job Title:** [Social Media Assistant](#)

**Position Location:** [Northern Wake Campus](#)

**Supervisor Name:** [Alexia Davis](#)

**Supervisor Email Address:** [amdavis8@waketech.edu](mailto:amdavis8@waketech.edu)

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**Available Positions – Fall -Spring (August - May):** 1

**Available Positions - Summer (Late May-July):** 1

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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.

**Responsibilities:** The social media assistant helps manage, create and schedule unique written, graphic and video content for the Financial Aid Office's social media channels, like Facebook, Instagram, Twitter and relevant platforms. Work as a part of a team to develop social media campaigns. Propose new ideas for social media content.

**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.

**Physical Requirements (if applicable):** N/A

**Special training or additional requirements (if any):** Familiar with creative software/applications.

**Department Name:** [Individualized Learning Center](#)  
**Position/Classification of Job Title:** [Clerical Assistant](#)  
**Position Location:** [Northern Wake Campus](#)  
**Supervisor Name:** [Elizabeth Williams](#)  
**Supervisor Email Address:** [ewwilliams1@waketech.edu](mailto:ewwilliams1@waketech.edu)

**Agency's Mission Statement and Description of Clients Served:** The Individualized Learning Center (ILC), through the application of best practices in tutoring, contextualized remedial support, and learning/study skill building, as recommended by such organizations as the Council for the Advancement of Standards in Higher Education (CAS), provides professional, personalized tutoring in a student-centered environment; focusing on reinforcement and practical application of course content to support the college's strategic priorities related to student learning outcomes and program learning outcomes, the ILC fosters independence and the attainment of the skills and strategies necessary to achieve academic success in college courses, to complete educational goals, and to promote workforce preparation by our students.

**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, photocopying, laminating, collating material, pick-up and delivery of interoffice mail.

**Available Positions – Fall -Spring (August - May):** 2  
**Available Positions - Summer (Late May-July):** 1

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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.

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

**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 (if applicable):** N/A

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

**Department Name:** [Individualized Learning Center](#)  
**Position/Classification of Job Title:** [Office Assistant](#)  
**Position Location:** [Southern Wake Campus](#)  
**Supervisor Name:** [Carrie Garrett](#)  
**Supervisor Email Address:** [clgarrett@waketech.edu](mailto:clgarrett@waketech.edu)

**Agency's Mission Statement and Description of Clients Served:** The Individualized Learning Center (ILC), through the application of best practices in tutoring, contextualized remedial support, and learning/study skill building, as recommended by such organizations as the Council for the Advancement of Standards in Higher Education (CAS), provides professional, personalized tutoring in a student-centered environment; focusing on reinforcement and practical application of course content to support the college's strategic priorities related to student learning outcomes and program learning outcomes, the ILC fosters independence and the attainment of the skills and strategies necessary to achieve academic success in college courses, to complete educational goals, and to promote workforce preparation by our students.

**Department Description:** Wake Tech's Individualized Learning Center (ILC) offers a range of free tutoring services for students. In-person and online tutoring are available throughout the week, including weekends.

**Available Positions – Fall -Spring (August - May):** 3

**Available Positions - Summer (Late May-July):** 3

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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.

**Responsibilities:** 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:** 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 (if applicable):** N/A

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

**Department Name:** [Individualized Learning Center](#)  
**Position/Classification of Job Title:** [Clerical Assistant](#)  
**Position Location:** [RTP Campus](#)  
**Supervisor Name:** [Jerry Turner](#)  
**Supervisor Email Address:** [jdturner5@waketech.edu](mailto:jdturner5@waketech.edu)

**Agency's Mission Statement and Description of Clients Served:** The Individualized Learning Center (ILC) will provide professional, personalized tutoring in a supportive environment so students become empowered as independent learners; through ILC tutoring, faculty partnerships, and supplemental resources, students will attain the requisite skills and strategies to achieve academic success in their college courses and complete their educational goals.

**Department Description:** Wake Tech's Individualized Learning Center (ILC) offers a range of free tutoring services for students. In-person and online tutoring are available throughout the week, including weekends.

**Available Positions – Fall -Spring (August - May):** 2

**Available Positions - Summer (Late May-July):** 2

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

**Length of Employment:** Academic Year

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

**Job Description:**

- Filing and organization records
- Typing projects in Word, Excel, and PowerPoint
- Answering Telephones, responding to inquiries
- New student folder preparation
- Photocopying, laminating, collating materials
- Helping students to make appointments/ sign in/out of center

**Responsibilities:** 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 (if applicable):** Able to lift 20 lbs.

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

**Department Name:** [Student Support – The Care Center](#)  
**Position/Classification of Job Title:** [Office Assistant](#)  
**Position Location:** [Northern Wake Campus](#)  
**Supervisor Name:** [Eliane Hernandez Acosta](#)  
**Supervisor Email Address:** [ehernandez7@waketech.edu](mailto:ehernandez7@waketech.edu)

**Agency’s Mission Statement and Description of Clients Served:** Mission Statement: Wake Technical Community College provides equitable access to education that transforms lives through economic mobility and personal fulfillment. The Care Center works with students facing both academic and non-academic barriers. As a go-to spot for wrap-around support services, we connect students with on and off-campus resources.

**Department Description:** The CARE Center provides guidance and resources to help students stay on track to achieve their educational and career goals. The center creates and maintains a circle of student care to clear a path toward success. We offer services in a variety of areas: Student Success Coaches, Wellness, Student Support, Fostering Bright Futures, Pathways Success Scholars, and Student Money Management.

**Available Positions – Fall -Spring (August - May):** 2  
**Available Positions - Summer (Late May-July):** 2

**Pay Rate:** On Campus - \$12.00/hr.  
**Length of Employment:** Academic Year  
**Work Schedule (Days/Hours):** 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.

**Responsibilities:**

- 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 Support 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, 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 (if applicable):** N/A

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

**Department Name:** [Student Support – The Care Center](#)  
**Position/Classification of Job Title:** [Office Assistant](#)  
**Position Location:** [Southern Wake Campus](#)  
**Supervisor Name:** [Eliane Hernandez Acosta](#)  
**Supervisor Email Address:** [ehernandez7@waketech.edu](mailto:ehernandez7@waketech.edu)

**Agency’s Mission Statement and Description of Clients Served:** Mission Statement: Wake Technical Community College provides equitable access to education that transforms lives through economic mobility and personal fulfillment. The Care Center works with students facing both academic and non-academic barriers. As a go-to spot for wrap-around support services, we connect students with on and off-campus resources.

**Department Description:** The CARE Center provides guidance and resources to help students stay on track to achieve their educational and career goals. The center creates and maintains a circle of student care to clear a path toward success. We offer services in a variety of areas: Student Success Coaches, Wellness, Student Support, Fostering Bright Futures, Pathways Success Scholars, and Student Money Management.

**Available Positions – Fall -Spring (August - May):** 2  
**Available Positions - Summer (Late May-July):** 2

**Pay Rate:** On Campus - \$12.00/hr.  
**Length of Employment:** Academic Year  
**Work Schedule (Days/Hours):** 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.

**Responsibilities:**

- 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 Support 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, 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 (if applicable):** N/A

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

**Department Name:** [Library Services](#)  
**Position/Classification of Job Title:** [Library Assistant](#)  
**Position Location:** [Northern Wake Campus](#)  
**Supervisor Name:** [Jeffrey Nuckolls](#)  
**Supervisor Email Address:** [jtnuckolls@waketech.edu](mailto:jtnuckolls@waketech.edu)

**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. Our clients are mainly students. There are some community borrowers however their privileges are limited.

**Department Description:** Vision Universal access to high-quality, 21st-century education and training for everyone in the community, and each one is successful.

The purpose of Wake Tech's Effectiveness and Innovation Service Area (E&I) is to support the college's mission through the application of improvement, innovation and transformation strategies and practices, targeted at increasing stakeholder access to and success with high-quality programs, services and products.

**Available Positions – Fall -Spring (August - May):** 2

**Available Positions - Summer (Late May-July):** 2

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

**Length of Employment:** Academic Year

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

**Job Description:** Customer service and shelving material. They will be helping other students with their requests and needs as well as library related tasks assigned by a supervisor.

**Responsibilities:**

- Clerical duties
- Helping students with questions
- Assist students with checking in/out material
- Other library related duties as assigned

**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 (if applicable):** Able to stand, bend, crouch; lift and carry up to 20 lbs

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



**Department Name:** [Library Services](#)

**Position/Classification of Job Title:** [Library Assistant](#)

**Position Location:** [Western Wake Campus](#)

**Supervisor Name:** [Katy Hoffler](#)

**Supervisor Email Address:** [kshoffler@waketech.edu](mailto:kshoffler@waketech.edu)

**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.

**Department Description:** The Wake Tech Libraries provide information, resources, and space that support the college curricula, students, faculty, staff, and overall community information expectations. These activities include providing instruction and customer service in multiple formats to stimulate and support information literacy.

**Available Positions – Fall -Spring (August - May):** 2

**Available Positions - Summer (Late May-July):** 1

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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.

**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 shifting as needed.
- Keep library neat by placing chairs under the tables, pick-up paper off the floor and tables, etc.
- Check IDs at the door as needed.
- Assist with filing, printers, photocopiers, and other projects as assigned.
- Assist in opening or closing of library if shift coincides with these times.
- Other projects as assigned

**Qualifications:** 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 (if applicable):** Must be able to stand, bend, crouch; lift and carry up to 25 pounds, and able to move loaded book cart

**Special training or additional requirements (if any):** After training, student must get 100% on shelf reading quiz

**Department Name:** [Library Services](#)

**Position/Classification of Job Title:** [Library Assistant](#)

**Position Location:** [Western Wake Campus](#)

**Supervisor Name:** [Paula Hartman](#)

**Supervisor Email Address:** [pahartman@waketech.edu](mailto:pahartman@waketech.edu)

**Agency's Mission Statement and Description of Clients Served** Wake Tech Libraries strive 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.

**Department Description:** Wake Tech Libraries strive 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.

**Available Positions – Fall -Spring (August - May):** 1

**Available Positions - Summer (Late May-July):** 1

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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.

**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 shifting as needed.
- Keep library neat by placing chairs under the tables, pick-up paper off the floor and tables, etc.
- Check IDs at the door as needed.
- Assist with filing, printers, photocopiers, and other projects as assigned.
- Assist in opening or closing of library if shift coincides with these times.
- Other projects as assigned

**Qualifications:** 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):** Must be able to stand, bend, crouch; lift and carry up to 25 pounds, and able to move loaded book cart

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

**Department Name:** [Student Activities](#)  
**Position/Classification of Job Title:** [Office Assistant 1](#)  
**Position Location:** [Northern Wake Campus](#)  
**Supervisor Name:** [Kela Farmer](#)  
**Supervisor Email Address:** [kpfarmer@waketech.edu](mailto:kpfarmer@waketech.edu)

**Agency's Mission Statement and Description of Clients Served** To enrich the college experience of our students be 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.

**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.

**Available Positions – Fall -Spring (August - May):** 2

**Available Positions - Summer (Late May-July):** 0

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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.

**Responsibilities:**

- General clerical work
- Office coverage
- Game distribution
- Event preparation/ staffing

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

**Physical Requirements (if applicable):** Must be able to stand, bend, crouch; lift and carry up to 25 pounds

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

**Department Name:** [Student Activities](#)  
**Position/Classification of Job Title:** [Office Assistant 1](#)  
**Position Location:** [Southern Wake Campus](#)  
**Supervisor Name:** [Katherine Smith](#)  
**Supervisor Email Address:** [klsmith23@waketech.edu](mailto:klsmith23@waketech.edu)

**Agency's Mission Statement and Description of Clients Served** To enrich the college experience of our students be 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.

**Department Description:** Wake Tech is dedicated to providing an enriching college experience, believing that an engaged student is a successful student. Student Activities encompasses campus-wide events, cultural programs, student clubs and organizations, including the Student Government Association, leadership opportunities and more.

**Available Positions – Fall -Spring (August - May):** 4

**Available Positions - Summer (Late May-July):** 0

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** TBD based on student schedule. \*\*Please note: Occasional Saturdays

**Job Description:**

**Athletics Job Description:**

Supporting intercollegiate athletics and student recreation program on South campus to include, but not limited to, clerical tasks, marketing and promotional activities on campus, and game day help.

**Student Activities/Clubs 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.

Students may pivot between job roles depending on the event.

**Responsibilities:**

**Athletics:**

- Clerical tasks to include but not limited to filing and alphabetizing, photo copying; typing; screening, prioritizing, and processing mail; preparing letters, memos, and other internal and external forms of communication; updating office calendar as needed, assisting with annual golf tournament; updating, duplicating, and collating home game programs,
- Marketing and promotion duties may include updating, and distributing sandwich boards on campus to promote athletics and recreation programs on campus; promoting social media through tabling activities in high traffic areas on campus.
- Office functions may include greeting student athletes, coaches and guests and providing assistance upon arrival; returning phone calls as requested.
- Game day duties may include assisting with home games for all sports as class schedule permits including score table help and other game days functions.
- Assist coaches with game and practice uniform laundry.

- Assist with game day admission and concession sales.
- Performing other job-related duties as assigned in support of the college's goals and core values.

**Student Activities/Clubs:**

- Clerical tasks to include but not limited to filing and alphabetizing, photo copying; typing; screening, prioritizing, and processing mail; preparing letters, memos, and other internal and external forms of communication; data entry; generating reports; updating office calendar as needed.
- Marketing and promotional duties may include updating and distributing sandwich boards on campus to promote events and activities programs on campus; promoting social media through tabling activities in high traffic areas on campus; assisting in creative decision making.
- Event day functions may include greeting students, faculty and guests and providing assistance upon arrival; managing a registration/check-in table to accurately collect participant data; helping to set up and tear down event spaces; hosting a specific table or activity while representing Student Activities in a professional manner; helping with day-of event logistics; assisting with Student Organizations events and meetings.
- Performing other job-related duties as assigned in support of the college's goals and core values.

**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 (if applicable):** Must be able to stand, bend, crouch; lift and carry up to 25 pounds

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

**Department Name:** [Student Activities](#)  
**Position/Classification of Job Title:** [Office Assistant 1](#)  
**Position Location:** [Southern Wake Campus](#)  
**Supervisor Name:** [Luanne Burns](#)  
**Supervisor Email Address:** [lburns@waketech.edu](mailto:lburns@waketech.edu)

**Agency's Mission Statement and Description of Clients Served** To enrich the college experience of our students be 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.

**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.

**Available Positions – Fall -Spring (August - May):** 2

**Available Positions - Summer (Late May-July):** 0

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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.

**Responsibilities:**

- General clerical work
- Office coverage
- Game distribution
- Event preparation/ staffing

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

**Physical Requirements (if applicable):** Must be able to stand, bend, crouch; lift and carry up to 25 pounds

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

**Department Name:** [Education](#)

**Position/Classification of Job Title:** [Office Assistant](#)

**Position Location:** [Southern Wake Campus](#)

**Supervisor Name:** [Nikki Leonard](#)

**Supervisor Email Address:** [nmleonard1@waketech.edu](mailto:nmleonard1@waketech.edu)

**Agency's Mission Statement and Description of Clients Served:** The mission of the Wake Tech Education Program is to prepare students for a career in Early Care and Education and/or K-12 Education. We believe that highly trained educators have knowledge of child development, foundational skills for teaching, and an understanding of children and families. Students will gain the skills specific to their career path whether that is creating nurturing environments to meet the developmental needs of young children or providing dynamic classroom instruction for students from grades K-12. It is our goal that our students become intentional, ethical, culturally responsive, reflective practitioners who work collaboratively to appropriately support children and families. Students who complete any of our Education Programs will be well prepared for their chosen career in education.

**Department Description:** We believe that highly trained educators have knowledge of child development, foundational skills for teaching, and an understanding of children and families. Students will gain the skills specific to their career path whether that is creating nurturing environments to meet the developmental needs of young children or providing dynamic classroom instruction for students from grades K-12. It is our goal that our students become intentional, ethical, culturally responsive, reflective practitioners who work collaboratively to appropriately support children and families.

**Available Positions – Fall -Spring (August - May):** 1

**Available Positions - Summer (Late May-July):** 1

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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.

**Responsibilities:** Include but are not limited to providing administrative support to the department staff and faculty; assistance with documentation; preparation of activities and events; maintaining records of supplies and course related materials and other departmental needs.

**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.

**Physical Requirements (if applicable):** N/A

**Special training or additional requirements (if any):** Student enrolled in the EDU Department preferred.



**Department Name:** [Simulation and Game Development](#)

**Position/Classification of Job Title:** [Open Lab Assistant](#)

**Position Location:** [Southern Wake Campus](#)

**Supervisor Name:** [Ken Turner](#)

**Supervisor Email Address:** [kgtturner@waketech.edu](mailto:kgtturner@waketech.edu)

**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.

**Department Description:** Wake Tech's Simulation and Game Development (SGD) program provides students with a broad background in the simulation and video game industry. The curriculum includes practical applications in creative arts visual arts, virtual reality, modeling, animation, design, programming, and management.

**Available Positions – Fall -Spring (August - May):** 3

**Available Positions - Summer (Late May-July):** 3

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

**Length of Employment:** Academic Year

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

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

**Responsibilities:**

- Student will monitor open computer lab, whose use is restricted to SGD majors.
- Student will be responsible for making sure student's actions in the lab are appropriate and in line with the Wake Tech Student code of conduct.
- Student will complete daily and weekly reporting of students visiting the SGD open lab and store the reports in a shared cloud environment/physical copy.

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

**Physical Requirements (if applicable):** N/A

**Special training or additional requirements (if any):** Must be able to update Excel spreadsheet. Must be able to use a cloud environment.

**Department Name:** [Communications & Marketing](#)  
**Position/Classification of Job Title:** [Social Media Assistant](#)  
**Position Location:** [Southern Wake Campus](#)  
**Supervisor Name:** [Joshua McKinney](#)  
**Supervisor Email Address:** [jlmckinney@waketech.edu](mailto:jlmckinney@waketech.edu)

**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.

**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.

**Available Positions – Fall -Spring (August - May):** 1

**Available Positions - Summer (Late May-July):** 1

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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.

**Responsibilities:** Write communications and/or marketing content that is clear, creative, brief, and persuasive. Support the social media coordinator with coordinating and generating content ideas, content and other social media assets to support communications and marketing campaigns. Support the coordination of internal and external advertising campaigns to raise awareness of our efforts to students and/or the community. Act quickly to engage the community and/or students with the latest trends on social media platforms like Instagram, TikTok. Perform other communication and 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. 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.

**Physical Requirements (if applicable):** Able to clearly communicate in meetings (in person and virtual). Able to call and speak to people on the phone. Timely respond to emails. Ability to record and edit video using an iPhone.

**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 recording video with an iPhone or other recording device. Experience with editing TikTok or Reels for awareness and engagement. Social media monitoring tools is a plus, but not required.

12/6/2023

**Department Name:** [Communications and Marketing](#)  
**Position/Classification of Job Title:** [Student Photographer](#)  
**Position Location:** [Southern Wake Campus](#)  
**Supervisor Name:** [Court Johnson](#)  
**Supervisor Email Address:** [cjohnson50@waketech.edu](mailto:cjohnson50@waketech.edu)

**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, serving more than 70,000 adults annually.

**Department Description:** Communications & Marketing oversees both internal and external communications for Wake Tech to foster clear communication within the college among students, faculty and staff, presenting the college to the public in a consistent and compelling way and advance the Wake Tech brand.

The department provides communications strategies and planning, brand management and content development. 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.

**Available Positions – Fall -Spring (August - May):** 1

**Available Positions - Summer (Late May-July):** 1

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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, candid 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.

**Responsibilities:** The primary job of the student photographer is to be out taking photos for Wake Tech. After each photoshoot, student is responsible for culling through the photos to deliver a small gallery of usable photos for social and print. Editing may be necessary if photos are not properly exposed in camera. On slower days, student photographer may assist the college photographer with photo archival and organization.

**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 (if applicable):** Must be able to lift and carry heavy camera equipment.

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

**Department Name:** [Communications & Marketing](#)

**Position/Classification of Job Title:** [Operations & Branding Assistant](#)

**Position Location:** [Southern Wake Campus](#)

**Supervisor Name:** [Cathy Collins](#)

**Supervisor Email Address:** [cscollins@waketech.edu](mailto:cscollins@waketech.edu)

**Agency's Mission Statement and Description of Clients Served:** 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. Communications & Marketing serves the faculty and staff of the college.

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**Available Positions – Fall -Spring (August - May):** 1

**Available Positions - Summer (Late May-July):** 1

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

**Length of Employment:** Academic Year

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

**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. No web experience needed.
- 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.

**Responsibilities:**

- Clerical tasks include, but not limited to, Work with Communications, College Photographer, and Marketing Graphics.
- Assist College Photographer with various duties.
- Providing assistance to Marketing with various graphic duties.
- Duties as assigned. Must be punctual and able to handle confidential information without incident.

**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.

**Physical Requirements (if applicable):** To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described.

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

12/6/2023

**Department Name:** [Communications & Marketing](#)  
**Position/Classification of Job Title:** [Branding Assistant](#)  
**Position Location:** [Southern Wake Campus](#)  
**Supervisor Name:** [Francie Sanderson](#)  
**Supervisor Email Address:** [fwsanderson@waketech.edu](mailto:fwsanderson@waketech.edu)

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**Available Positions – Fall -Spring (August - May):** 1

**Available Positions - Summer (Late May-July):** 1

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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.

**Responsibilities:**

- Clerical tasks include, but not limited to, Work with Communications, College Photographer, and Marketing Graphics.
- Duties as assigned. Must be punctual and able to handle confidential information without incident.

**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 (if applicable):** Able to stand, bend and stand

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

**Department Name:** [Communications & Marketing](#)

**Position/Classification of Job Title:** [Operations & Branding Assistant](#)

**Position Location:** [Southern Wake Campus](#)

**Supervisor Name:** [Cathy Collins](#)

**Supervisor Email Address:** [cscollins@waketech.edu](mailto:cscollins@waketech.edu)

**Agency's Mission Statement and Description of Clients Served:** 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. Communications & Marketing serves the faculty and staff of the 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. Communications & Marketing serves the faculty and staff of the college.

**Available Positions – Fall -Spring (August - May):** 1

**Available Positions - Summer (Late May-July):** 1

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

**Length of Employment:** Academic Year

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

**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. No web experience needed.
- 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.

**Responsibilities:**

- Clerical tasks include, but not limited to, Work with Communications, College Photographer, and Marketing Graphics.
- Assist College Photographer with various duties.
- Providing assistance to Marketing with various graphic duties.
- Duties as assigned. Must be punctual and able to handle confidential information without incident.

**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.

**Physical Requirements (if applicable):** To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described.

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

12/6/2023

**Department Name:** [Communications & Marketing](#)

**Position/Classification of Job Title:** [Brand Assistant/ Junior Graphic Designer](#)

**Position Location:** [Southern Wake Campus](#)

**Supervisor Name:** [Gabrila Truelove](#)

**Supervisor Email Address:** [gatruelove@waketech.edu](mailto:gatruelove@waketech.edu)

**Agency's Mission Statement and Description of Clients Served:** 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. Communications & Marketing serves the faculty and staff of the college.

**Department Description:** Graphic Design/Creative Services for the college

**Available Positions – Fall -Spring (August - May):** 1

**Available Positions - Summer (Late May-July):** 1

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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.

**Responsibilities:**

- Must have a pleasant attitude and be eager to learn
- Working knowledge of Adobe InDesign
- Working knowledge of Adobe Illustrator
- Working knowledge of Adobe Photoshop
- Knowledge of basic photography concepts a plus
- Comfortable using either iOS or Windows computers with Adobe CC products

**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.

**Physical Requirements (if applicable):** To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily.

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



**Department Name:** [Social Sciences](#)  
**Position/Classification of Job Title:** [Clerical Assistant](#)  
**Position Location:** [Southern & Northern Wake Campus](#)  
**Supervisor Name:** [Cassandra McLaurin](#)  
**Supervisor Email Address:** [cwmclaurin@waketech.edu](mailto:cwmclaurin@waketech.edu)

**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.

**Department Description:** The social science department consists of Psychology, Sociology, and Anthropology faculty and staff.

**Available Positions – Fall -Spring (August - May):** 1

**Available Positions - Summer (Late May-July):** 1

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

**Length of Employment:** Academic Year

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

**Job Description:** Various clerical tasks helping faculty and staff.

**Responsibilities:** General clerical tasks

**Qualifications:** Must have customer service and general office skills.

**Physical Requirements (if applicable):** N/A

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

**Department Name:** [Human Services Technology](#)  
**Position/Classification of Job Title:** [Department Assistant](#)  
**Position Location:** [Northern Wake Campus](#)  
**Supervisor Name:** [Dawn Harvel](#)  
**Supervisor Email Address:** [dfharvel@waketech.edu](mailto:dfharvel@waketech.edu)

**Agency's Mission Statement and Description of Clients Served:** The Human Services Technology department at WTCC provides education and training for a diverse body of students seeking to gain employment as human services professionals or who seek to transfer to a senior institution upon graduation.

**Department Description:** The Human Services Technology department at WTCC provides education and training for a diverse body of students seeking to gain employment as human services professionals or who seek to transfer to a senior institution upon graduation.

**Available Positions – Fall -Spring (August - May):** 1  
**Available Positions - Summer (Late May-July):** 1

**Pay Rate:** On Campus - \$12.00/hr.  
**Length of Employment:** Academic Year  
**Work Schedule (Days/Hours):** 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.

**Responsibilities:** The Human Services Technology Department Assistant will be expected to provide support for program faculty through research, document creation, and assistance with special projects. Additionally, the Department Assistant will provide peer-support to students in the form of general help with Blackboard and Self-Service, and through sharing resources and opportunities via department social media.

**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 (if applicable):** N/A

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

**Department Name:** [Interior Design](#)  
**Position/Classification of Job Title:** [Finish Library Assistant](#)  
**Position Location:** [Southern Wake Campus](#)  
**Supervisor Name:** [Andrea Bachi](#)  
**Supervisor Email Address:** [aebachi@waketech.edu](mailto:aebachi@waketech.edu)

**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.

**Department Description:** Assist with organization of the finish library.

**Available Positions – Fall -Spring (August - May):** 2

**Available Positions - Summer (Late May-July):** 0

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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 Finish Library. Signage. Categories of Materials that need labels.

**Responsibilities:** Organize and keep finish library maintained. Add and replace samples as they come in.

**Qualifications:** Must be an Interior Design student

**Physical Requirements (if applicable):** N/A

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

**Department Name:** [Arts & Sciences](#)  
**Position/Classification of Job Title:** [Office Assistant I](#)  
**Position Location:** [North Wake Campus](#)  
**Supervisor Name:** [Julie Reichbach](#)  
**Supervisor Email Address:** [jreichbach@waketech.edu](mailto:jreichbach@waketech.edu)

**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.

**Department Description:** Arts & Sciences

**Available Positions – Fall -Spring (August - May):** 1

**Available Positions - Summer (Late May-July):** 1

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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.

**Responsibilities:** Routine office tasks include, but are not limited to: basic Microsoft Word and Excel, answering telephone calls, greeting internal and external customers, verify accuracy of completed internal forms, deliver documents to various service areas, assist faculty with obtaining supplies for events, direct students to appropriate service areas for assistance, and other tasks as assigned.

**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 (if applicable):** N/A

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

**Department Name:** [College and Career Readiness, Advising and Student Success](#)

**Position/Classification of Job Title:** [Receptionist/ Office Assistant](#)

**Position Location:** [Beltline Education Center](#)

**Supervisor Name:** [Erik Russ](#)

**Supervisor Email Address:** [emruss@waketech.edu](mailto:emruss@waketech.edu)

**Agency's Mission Statement and Description of Clients Served:** The mission of College and Career Readiness is to improve the lives of adult learners and provide hope of a better future by offering the highest quality pathways to English proficiency, high school equivalency attainment, post-secondary opportunities, and career transitions.

Adult learners in our English as a Second Language program, Adult Basic Education Program, and Adult High School program.

**Department Description:** Wake Tech's College & Career Readiness (CCR) program can help students improve basic reading, writing and math skills, learn to speak English, complete their high school education and prepare to transition to college or enter the workforce.

**Available Positions – Fall -Spring (August - May):** 2

**Available Positions - Summer (Late May-July):** 2

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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.

**Responsibilities:** Answering phone calls, emails, and serving walk-in students. Collecting contact information, directing to specific resources/assisting students with resource access, and connecting students with Advising and Student Success Staff, such as Academic and Admissions Advisors, Counselor, Technology Support Technicians.

**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 (if applicable):** N/A

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

**Department Name:** [Individualized Learning Center](#)  
**Position/Classification of Job Title:** [Clerical Assistant](#)  
**Position Location:** [Perry Health Science](#)  
**Supervisor Name:** [Logan McPhatter](#)  
**Supervisor Email Address:** [ltmcphatter@waketech.edu](mailto:ltmcphatter@waketech.edu)

**Agency's Mission Statement and Description of Clients Served:** The Individualized Learning Center (ILC), through the application of best practices in tutoring, contextualized remedial support, and learning/study skill building, as recommended by such organizations as the Council for the Advancement of Standards in Higher Education (CAS), provides professional, personalized tutoring in a student-centered environment; focusing on reinforcement and practical application of course content to support the college's strategic priorities related to student learning outcomes and program learning outcomes, the ILC fosters independence and the attainment of the skills and strategies necessary to achieve academic success in college courses, to complete educational goals, and to promote workforce preparation by our students.

**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, photocopying, laminating, collating material, pick-up and delivery of interoffice mail.

**Available Positions – Fall -Spring (August - May):** 1

**Available Positions - Summer (Late May-July):** 1

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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.

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

**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

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

**Physical Requirements (if applicable):** N/A

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

**Department Name:** [Individualized Learning Center](#)  
**Position/Classification of Job Title:** [Clerical Assistant](#)  
**Position Location:** [Western Wake Campus](#)  
**Supervisor Name:** [James Strickland](#)  
**Supervisor Email Address:** [jhstrickland2@waketech.edu](mailto:jhstrickland2@waketech.edu)

**Agency's Mission Statement and Description of Clients Served:** The Individualized Learning Center (ILC), through the application of best practices in tutoring, contextualized remedial support, and learning/study skill building, as recommended by such organizations as the Council for the Advancement of Standards in Higher Education (CAS), provides professional, personalized tutoring in a student-centered environment; focusing on reinforcement and practical application of course content to support the college's strategic priorities related to student learning outcomes and program learning outcomes, the ILC fosters independence and the attainment of the skills and strategies necessary to achieve academic success in college courses, to complete educational goals, and to promote workforce preparation by our students.

**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, photocopying, laminating, collating material, pick-up and delivery of interoffice mail.

**Available Positions – Fall -Spring (August - May):** 2

**Available Positions - Summer (Late May-July):** 1

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** M/W 3pm-6pm and Tu/TH 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, photocopying, laminating, collating material, pick-up and delivery of interoffice mail.

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

**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

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**Physical Requirements (if applicable):** N/A

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

**Department Name:** [Registration and Records](#)  
**Position/Classification of Job Title:** [Office Assistant](#)  
**Position Location:** [Northern Wake Campus](#)  
**Supervisor Name:** [Tamika Brown](#)  
**Supervisor Email Address:** [trbrown8@waketech.edu](mailto:trbrown8@waketech.edu)

**Agency's Mission Statement and Description of Clients Served:** The Individualized Learning Center (ILC), through the application of best practices in tutoring, contextualized remedial support, and learning/study skill building, as recommended by such organizations as the Council for the Advancement of Standards in Higher Education (CAS), provides professional, personalized tutoring in a student-centered environment; focusing on reinforcement and practical application of course content to support the college's strategic priorities related to student learning outcomes and program learning outcomes, the ILC fosters independence and the attainment of the skills and strategies necessary to achieve academic success in college courses, to complete educational goals, and to promote workforce preparation by our students.

**Department Description:** The Office of Registration and Records manages the maintenance and integrity of Curriculum student academic records, class schedules, student registration processes and systems, transcripts, transfer credits, credentials, diplomas, grades, residency status, programs of study, commencement ceremonies and compliance with the federal Family Educational Rights and Privacy Act and other regulations. We also provide related information to students and departments, while protecting the privacy and integrity of student academic records.

**Available Positions – Fall -Spring (August - May):** 2

**Available Positions - Summer (Late May-July):** 1

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

**Length of Employment:** Academic Year

**Work Schedule (Days/Hours):** 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.

**Responsibilities:** Assists students with questions and requests related to the Office of the Registrar and guides students through the curriculum registration process; troubleshoots issues in Student Planner

Assists Associate Registrar and Coordinator with registration priority and miscellaneous projects as needed.

Processes and reviews request forms from students for completeness and accuracy including enrollment verifications, applications for graduation and permanent record changes.

**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 (if applicable):** N/A

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