



# Job Opportunities

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

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

## Current Rate of Pay:

On Campus Positions: \$12.00/ hour

Off Campus: \$15.00/hour

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

## Questions???

Email: [fws@waketech.edu](mailto:fws@waketech.edu)

## Resources:

[Work-Study Web Page](#)

[Campus Locations](#)

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

## Search By Category

[Laboratory Assistants - Sciences, Information Technology, and Interior Design](#)

[Student Services & Support](#)

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[Off Campus - Community Service Based Positions](#)

[Athletics](#)

## Laboratory Assistants - Sciences, Information Technology, and Interior Design

Position: Lab Assistant

Department: Math & Science

Campus/ Location: RTP Campus

Positions to be filled: 1

Position: Lab Assistant

Department: Math & Science

Campus/Location: Scott Northern Wake Campus

Positions to be filled: 3

Position: Lab Assistant

Department: Biology (Life Sciences)

Campus/ Location: Southern Wake Campus

Positions to be filled: 1

Position: Finish Library Assistant

Department: Interior Design

Campus/ Location: Southern Wake Campus

Positions to be filled: 2

Position: Lab Technician

Department: Simulation and Game Development

Campus/ Location: Southern Wake Campus

Positions to be filled: 1

Position: AFA Studio Assistant

Department: Foreign Language and Fine Arts

Campus/ Location: Scott Northern Wake Campus

Positions to be filled: **Filled**

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## Student Services & Support

**Position: Office Assistant**

Department: Nurse Aid Program

Campus/ Location: Public Safety Education Center

Position(s) to be filled: 1

**Position: Library Assistant**

Department: Library Services

Campus/Location: Scott Northern Wake Campus

Position(s) to be filled: 1

**Position: Library Assistant**

Department: Library Services

Campus/ Location: Western Wake Campus

Position(s) to be filled: 2

**Position: Library Assistant**

Department: Library Services

Campus/ Location: East Wake Campus

Position(s) to be filled: 2

**Position: Office Assistant**

Department: Tutoring and Learning Center (TLC)

Campus/ Location: Southern Campus

Positions to be filled: 3

**Position: Office Assistant**

Department: Tutoring and Learning Center

Campus/ Location: Scott Northern Wake Campus

Positions to be filled: 2

**Position: Clerical Assistant**

Department: Tutoring and Learning Center

Campus/ Location: East Wake Campus

Positions to be filled: 1

**Position: Office Assistant**

Department: Financial Aid Office

Campus/ Location: Scott Northern Wake Campus

Positions to be filled: 1

More Student Services & Support 

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## Student Services & Support

Position: Office Assistant

Department: Financial Aid Office

Campus/ Location: Southern Campus

Positions to be filled: 2

Position: Office Assistant

Department: Advising

Campus/ Location: Scott Northern Wake Campus

Positions to be filled: 4

Position: Records Technician

Department: Registration and Records

Campus/ Location: Beltline Education Campus

Positions to be filled: 1

Position: Office Assistant

Department: College and Career Readiness

Campus/ Location: Public Safety Education Campus

Positions to be filled: **Filled**

Position: Facilities Archival Assistant

Department: Facilities

Campus/ Location: Southern Wake Campus

Positions to be filled: **Filled**

More Student Services & Support 

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## Student Services & Support

Position: Social Media Manager

Department: Military and Veteran Services

Campus/ Location: Virtual/Scott Northern Wake Campus

Positions to be filled: 1

Position: Office Assistant

Department: International Svcs & Admission Records

Campus/ Location: Southern Wake Campus

Positions to be filled: 1

Position: Pathways Peer Mentor (Outreach Officer)

Department: President's Office

Campus/ Location: Southern Wake Campus

Positions to be filled: 2

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

Department: President's Office

Campus/ Location: Virtual/ All campuses

Positions to be filled: 1

Position: Business Service Office Assistant

Department: Business Services

Campus/ Location: Southern Wake Campus

Positions to be filled: 1

Position: Office Assistant

Department: Workforce Continuing Education

Campus/ Location: Beltline Education Center

Positions to be filled: 2

Position: Center Assistant

Department: Entrepreneurship and Small Business Center

Campus/ Location: Western Wake Campus

Positions to be filled: **Filled**

Position: Events Assistant

Department: Events Department

Campus/ Location: Scott Northern Wake Campus

Positions to be filled: **Filled**

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## Marketing & Communications Support

Position: Social Media & Marketing Manager

Department: Find Your Path at Wake Tech

Campus/ Location: Boys & Girls Club - Wake County

Positions to be filled: **Filled**

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## Off Campus - Community Service Based Positions

Position: Program Assistant

Department: Youth Development

Campus/ Location: The Boys & Girls Club - Wake County

Positions to be filled: 8

Position: Before and After School Staff

Department: Before and After School

Campus/ Location: Dynamic Opportunities

Positions to be filled: 8

Position: Film Ambassador

Department: Raleigh Film and Arts Festival

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

Positions to be filled: 7

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## Athletics

Position: Athletics Operations Assistant

Department: Athletics

Campus/Location: Northern & Southern Wake Campuses

Positions to be filled: 9

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**Job Title:** Lab Assistant

**Department:** Math & Science

**Campus/ Location:** RTP Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Nicholas Babb/ Email: [nvbabb@waketech.edu](mailto:nvbabb@waketech.edu)

**Work Schedule:** TBD based on student schedule

**Job Description:**

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

**Qualifications:**

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

**Physical Requirements:**

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

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**Job Title:** Lab Assistant

**Department:** Math & Science

**Campus/ Location:** Scott Northern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Sahel Shahroudi/ Email: [sshahroudi@waketech.edu](mailto:sshahroudi@waketech.edu)

**Work Schedule:** TBD based on student schedule

**Job Description:**

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

**Qualifications:**

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

**Physical Requirements:**

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

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**Job Title:** Lab Assistant

**Department:** Biology (Life Sciences)

**Campus/ Location:** Southern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Omolara Glenn/ Email: [oglenn@waketech.edu](mailto:oglenn@waketech.edu)

**Work Schedule:** TBD based on student schedule

**Job Description:** Responsible for maintaining laboratory readiness by washing, organizing, and stocking glassware and supplies; preparing lab materials, solutions, and media as instructed; setting up and replenishing supplies for current and upcoming labs; assisting with specimen disposal, inventories, copying lab materials, and safety equipment checks; and maintaining clean, organized prep and stock areas.

**Qualifications:** Must be at least 18 years of age; eligible for Federal Work-Study; dependable and able to follow instructions; possess basic math and computer skills; understand and commit to lab safety practices, including wearing PPE; and be willing to complete on-the-job training. Preference given to students who have completed or are enrolled in a biology or chemistry lab course, though students without a science course may be hired for non-chemical duties. All candidates must be interviewed by the supervisor prior to hire.

**Physical Requirements:**

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

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**Job Title:** Finish Library Assistant

**Department:** Interior Design

**Campus/ Location:** Southern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/Email Address:** Andrea Bachi/ [aebachi@waketech.edu](mailto:aebachi@waketech.edu)

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

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

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

**Qualifications:** Must be an Interior Design student, organized.

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

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**Job Title:** Lab Technician

**Department:** Simulation and Game Development

**Campus/ Location:** Southern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Ken Turner/ Email: [kgtturner@waketech.edu](mailto:kgtturner@waketech.edu)

**Work Schedule:** TBD based on student schedule

**Job Description:**

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

**Qualifications:**

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

**Physical Requirements:**

N/A

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**Job Title:** Office Assistant

**Department:** Nurse Aide Program

**Campus/ Location:** Public Safety Education Center

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Eliane Hernandez Acosta/ Email: [ehernandez7@waketech.edu](mailto:ehernandez7@waketech.edu)

**Work Schedule:** TBD based on student schedule.

**Job Description:**

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

**Qualifications:**

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

**Physical Requirements:**

N/A

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**Job Title:** Library Assistant

**Department:** Library Services

**Campus/ Location:** Scott Northern Wake Campus

**Length of Employment:** Academic Year

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

**Work Schedule:** TBD based on student schedule.

**Job Description:**

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

**Qualifications:**

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

**Physical Requirements:**

N/A

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**Job Title:** Library Assistant

**Department:** Library Services

**Campus/ Location:** Western Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Katy Hoffler/ Email: [kshoffler@waketech.edu](mailto:kshoffler@waketech.edu)

**Work Schedule:** TBD based on student schedule.

**Job Description:**

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

**Qualifications:**

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

**Physical Requirements:**

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

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**Job Title:** Library Assistant

**Department:** Library Services

**Campus/ Location:** East Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Suvanida Duangudom/ Email: [sduangudom@waketech.edu](mailto:sduangudom@waketech.edu)

**Work Schedule:** TBD based on student schedule.

**Job Description:**

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

**Qualifications:**

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

**Physical Requirements:**

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

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**Job Title:** Office Assistant

**Department:** Tutoring and Learning Center

**Campus/ Location:** Southern Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Carrie Garrett/ Email: [clgarrett@waketech.edu](mailto:clgarrett@waketech.edu)

**Work Schedule:** TBD based on student schedule.

**Job Description:**

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

**Qualifications:**

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

**Physical Requirements:**

N/A

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**Job Title:** Office Assistant

**Department:** Tutoring and Learning Center

**Campus/ Location:** Scott Northern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Elizabeth Williams/ Email: [ewwilliams1@waketech.edu](mailto:ewwilliams1@waketech.edu)

**Work Schedule:** TBD based on student schedule.

**Job Description:**

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

**Qualifications:**

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

**Physical Requirements:**

N/A

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**Job Title:** Clerical Assistant

**Department:** Tutoring and Learning Center

**Campus/ Location:** East Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Logan McPhatter/ Email: [ltmcphatter@waketech.edu](mailto:ltmcphatter@waketech.edu)

**Work Schedule:** Monday - Thursday 12pm - 6pm

**Job Description:**

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

**Qualifications:**

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

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

**Physical Requirements:**

N/A

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**Job Title:** Office Assistant

**Department:** Financial Aid

**Campus/ Location:** Scott Northern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Antoinette Lebby/ Email: [adlebby@waketech.edu](mailto:adlebby@waketech.edu)

**Work Schedule:** Tuesdays & Thursdays 12pm-5pm and Wednesdays

**Job Description:**

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

**Qualifications:**

Must have a pleasant attitude and the ability to work with a diverse population. Stellar customer service skills are required.

Knowledgeable in Microsoft Word and Excel. Must be flexible and quickly able to learn and retain information.

Must be punctual and able to handle confidential student information without incident. Ability to work with limited supervision.

**Physical Requirements:**

N/A

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**Job Title:** Office Assistant

**Department:** Financial Aid

**Campus/ Location:** Southern Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Nicole Joyner/ Email: [npjoyner@waketech.edu](mailto:npjoyner@waketech.edu)

**Work Schedule:** To be determined - Office hours M-F 8:00 am- 5:00 pm

**Job Description:**

The Office Assistant will provide stellar customer service to students and visitors as well as support the daily functions of the Financial Aid Office. They will assist students with completing the Free Application for Federal Student Aid (FAFSA) and participate in FAFSA/ Financial Aid events. The Assistant will help and direct students with questions and concerns at the Express Desk, on the phone and by email. They will provide office support with clerical tasks as requested.

**Qualifications:**

Must have a pleasant attitude and the ability to work with a diverse population. Stellar customer service skills are required, strong verbal and written communication. Must be flexible and quickly able to learn and retain information. Must be punctual and reliable

Able to handle confidential student information without incident. Ability to work with limited supervision.

Business casual dress code is required.

**Physical Requirements:**

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

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**Job Title:** Office Assistant

**Department:** Academic Advising

**Campus/ Location:** Scott Northern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Jacinta Allmond/ Email: [jhallmond@waketech.edu](mailto:jhallmond@waketech.edu)

**Work Schedule:** TBD based on student schedule.

**Job Description:**

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

**Qualifications:**

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

**Physical Requirements:**

N/A

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**Job Title:** Records Technician

**Department:** Workforce Continuing Education – Registration and Records

**Campus/ Location:** Beltline Education Center

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Harish Farmer/ Email: [hkfarmah@waketech.edu](mailto:hkfarmah@waketech.edu)

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

**Job Description:**

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

**Qualifications:**

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

**Physical Requirements:**

N/A

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**Job Title:** Social Media Manager

**Department:** Military & Veterans Service Department

**Campus/ Location:** Southern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Anthony Burton/ aburton3@waketech.edu

**Work Schedule:** M-F with occasional evenings and weekends

**Job Description:**

The Social Media Specialist will develop, implement, and manage our department's social media strategy to improve marketing efforts, and drive engagement across all digital platforms. This role requires a creative individual with strong analytical skills to create compelling content and measure its effectiveness.

**Qualifications:**

Positive and professional attitude, with exceptional communication and customer service skills. They should be proficient in and familiar with major social media platforms such as Instagram, Facebook, X, and LinkedIn. The ability to quickly learn and retain new information is essential, as is the capacity to work independently with minimal supervision.

**Physical Requirements:**

N/A

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**Job Title:** Office Assistant

**Department:** Admissions & Outreach International Student Office

**Campus/ Location:** Southern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Princess Solomon/ Email: [pmsolomon@waketech.edu](mailto:pmsolomon@waketech.edu)

**Work Schedule:** TBD based on student schedule

**Job Description:**

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

**Qualifications:**

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

**Physical Requirements:**

N/A

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**Job Title:** Pathways Peer Mentor (Outreach Officer)

**Department:** President's Office

**Campus/ Location:** Southern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Richard Redding/ Email: [raredding@waketech.edu](mailto:raredding@waketech.edu)

**Work Schedule:** Flexible, minimum 2 hours per week

**Job Description:**

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

**Qualifications:**

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

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

Commit to a minimum of 2 hours per week.

Upon hiring, complete peer mentor training

**Physical Requirements:**

N/A

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

**Department:** President's Office

**Campus/ Location:** Virtual

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Richard Redding/ Email: [raredding@waketech.edu](mailto:raredding@waketech.edu)

**Work Schedule:** Flexible, minimum 2 hours per week

**Job Description:**

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

**Qualifications:**

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

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

Commit to a minimum of 2 hours per week.

Upon hiring, complete peer mentor training

**Physical Requirements:**

N/A

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**Job Title:** Business Service Office Office Assistant

**Department:** Business Services

**Campus/ Location:** Southern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Tangela Moses-Malloy/ Email: [temosesmalloy@waketech.edu](mailto:temosesmalloy@waketech.edu)

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

**Job Description:**

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

**Qualifications:**

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

**Physical Requirements:**

N/A

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**Job Title:** Office Assistant

**Department:** Workforce Continuing Education

**Campus/ Location:** Beltline Education Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Tina Ward/ Email: [tward4@waketech.edu](mailto:tward4@waketech.edu)

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

**Job Description:**

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

**Qualifications:**

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

**Physical Requirements:**

N/A

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**Job Title:** Education Program Assistant

**Department:** Off Campus - Community Service Partner

**Campus/ Location:** The Boys & Girls Clubs

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Antoinette Lebby/ Email: [adlebby@waketech.edu](mailto:adlebby@waketech.edu)

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

**Job Description:**

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

**Qualifications:**

Experience or course of study in elementary, secondary education, child development or child psychology.

Enthusiastic and creative individual with the ability to work directly with members. Ability to communicate orally and in written form with members, parents and volunteers. Ability to market program and activities. Ability to work with large groups of members. Application of discipline consistent with and appropriate to the goals of the Boys & Girls Club.

The ideal candidate will be fluent in both English and Spanish. Online and in person training will be provided before working.

**Physical Requirements:**

N/A

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**Job Title:** Before/After Care Staff

**Department:** Off Campus – Community Service Partner

**Campus/ Location:** Dynamic Opportunities, Raleigh, NC

**Length of Employment:** Academic Year

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

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

**Job Description:**

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

**Qualifications:**

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

**Physical Requirements:**

N/A

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**Job Title:** Film Ambassador

**Department:** Off Campus – Community Service Partner

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

**Length of Employment:** Academic Year

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

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

**Job Description:**

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

**Qualifications:**

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

**Physical Requirements:**

N/A

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**Job Title:** Athletics Operations Assistant

**Department:** Athletics

**Campus/ Location:** Southern Wake Campus/ Northern Wake Campus

**Available Position(s):** 10/10

**Length of Employment:** Fall/ Spring

**Supervisor Name/ Email Address:** Brett Rutherford/ Email: [bgrutherford@waketech.edu](mailto:bgrutherford@waketech.edu)

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

**Job Description:**

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

**Qualifications:**

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

**Physical Requirements:**

Ability to work actively for several hours at a time.

Able to sit, stand, walk, bend, kneel; lift and carry up to 25 lbs.

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