

2010/2011 Work Study Job Descriptions

Department or Organization	Job Title	Location	Number of Students	Job Description	Required Skills	Wage per hour	Other Requirements
Academic Computing	Computer Assistant	Richardson Hall or Harrington-Peachtree Bldg.	8 to 10	Assist students in both computer labs in Richardson. Will be selected by Academic Computing Faculty.	Computer Knowledge. Must have completed CS 200, CS 201, CS 221 and have knowledge of one other computer language.	\$7.25	Sophomore/ approval by Professor
Admissions	Tour Coordinator	Smith Admin. Bldg.	2	Arrange tour, overnight, and classroom visits for prospective students		\$7.25	
Admissions	Student Assistant	Smith Admin. Bldg.	4	Responsible for calling "accepted" students to discuss PC and answer any questions.		\$7.25	
Admissions	Office Assistant	Smith Admin. Bldg.	2	Typing, filing, entering data on computer	Computer skills	\$7.25	
Advancement	Advancement Office Student Assistant	Smith Admin. Bldg.	2	Student will assist members of Advancement Office with daily tasks/responsibilities. This will include but no limited to event planning, filing, typing letters, stuffing envelopes for mailings.	Typing, Microsoft Office- mainly Word & Excel, organizational skills, follow instructions, attention to detail. Must be outgoing, mild mannered, self-starter, work independently, willing to help at special events.	\$7.25	
Advancement/Annual Fund	PC Fund Intern	Smith Admin. Bldg.	1	Assist the Annual Fund staff in reaching Annual Fund targets. Spring Project/assist in planning and promote student phone-a-thon with students and PC constituents. Assist in scheduling, organizing and training student callers. Responsible for reporting and assessing nightly results during phone-a-thon. Support all post phone-a-thon activities including thanking donors, updating contact information, and tracking donor activity.	Knowledge of Excel. Strong organizational skills. Strong writing and communication skills. Some weekend and evening responsibilities.	\$7.25	Junior or Senior. 8-10 hours week

2010/2011 Work Study Job Descriptions

Advancement/Annual Fund	Scotsman Club Intern	Smith Admin. Bldg.	1	Assist the Annual Fund staff in developing and implementing a strategy for increasing alumni participation by targeting former athletes. Support in the planning and execution of Scotsman Club related events. Help plan Football and Basketball Letterman's Days, along with Hospitality events at all HOme Football and Home Conference Basketball Games. Support and assist in planning the PC Invitational, the largest Scotsman Club event fundraiser.	Knowledge of Excel. Strong organizational skills. Strong writing and communication skills. Some weekend responsibilities.	\$7.25	Junior Preferred. 8-10 hours week.
Advancement/Phone-athon	Student Call Center Caller	Smith Admin. Bldg.	10	Call alumni and ask for annual gift and update contact information	Friendly, well-spoken, confidence in asking for money	\$7.25	6 hours per week
Art	Student Assistant	Art Dept/Douglas House	3	Cleaning, sorting, assisting professors in art department	Dependability and willingness to be at work	\$7.25	8-10 hours per week. Supervisor approval
Art Gallery	Gallery Assistant	Harper Center	6-Jan	Assist in preparatory work, ie. Prepping and painting walls; hanging/installtion of artwork; typing; printing lables for books on artist; miscellaneous clerical cataloging collection; sitting/guarding exhibit.	Understanding and interest in art. Neat. Be able to help with some physical work.	\$7.25	Art Majors/Minors preferred. 10-20 hours per week.
Athletics Office	Office Assistant	Templeton	2	Typing, answering phone, filing, running errands on campus, and helping coaches and athletic staff as necessary.	Computer skills, love of sports helpful.	\$7.25	
Baseball	Student Assistant	Templeton	3	Team laundry, field maintenance, data entry, office duties, occasional team travel, other duties assigned by Head Coach Elton Pollock	Well rounded individual. Willingness to show up and work.	\$1000 per semester per student	Head Coach to determine these student workers.

2010/2011 Work Study Job Descriptions

Biology Lab Assistant	Freshman Laboratory Assistant	Richardson	# determined by department	Assist in teaching laboratory in Biology 101/102. Duties include assisting students with handling and interpreting laboratory work, setting up laboratory displays, assisting grading quizzes, and cleaning labs, etc.	Must be able to work with other students as an instructor in a lab situation; have a minimum GPA of 3.0 in Biology Courses; have completed Biology 101/102 or equivalent; preference given to Biology majors.	\$7.25	Freshmen, Sophomore, Junior, Senior approved by the Biology Dept.
Biology	Animal Keeper	Richardson	# determined by department	Feed, water, and clean cages of animals in animal room. Must also feed and maintain salt and freshwater aquaria.	Must be familiar and interested in laboratory animals; preference given to Biology majors.	\$7.25	Prior approval by Biology dept.
Biology	Student Assistant	Richardson	2	Assist in office work of Biology Department. Duties include typing, copying, getting mail, answering phone, running errand for faculty.	Preference given to upperclassmen that have completed Biology 101/102.	\$7.25	Prior approval by Biology dept.
Biology/Greenhose Garden Project	Garden Specialist	Richardson	4	Working in the garden weekly for 5-10 hours per week. Students will learn how to garden and take initiative to plant, maintain, and harvest garden produce.	Ability to work outside and in the sun.	\$7.25	5-10 hours per week. Prior approval by Biology dept.
Business Office	Student Assistant	Smith Admin. Bldg.	1	Clerical duties as filing, typing, shredding, and any other jobs as directed by Business Office staff.		\$7.25	
Campus Police	Office Assistant	Public Safety	1	Do routine office work including computer entry and filing.	Basic computer knowledge	\$7.25	15 hours per week
Campus Police	Fleet Assistant	Public Safety	2 to 3	Keep check on oil change and wash vehicles	Hard worker, self-motivated	\$7.25	

2010/2011 Work Study Job Descriptions

Career Services and Internships	Student Assistant	Springs Campus Ctr/2nd floor	2	Office support/greet individuals and provide direction to inquiry about services and resources. Telephone communication / provide direction to inquiry about services and resources. When applicable, answer and relay messages for Director and Associate Director. Organizational projects and tasks/set up and maintain file and databases, both paper and computer. Employers, Career Fair contacts, Subscriptions, Library resources, Web site/Work with Director and Associate Director to develop and update the Career Services and Internship web site.	Good communication skills, organizational skills, telephone etiquette, computer knowledge	\$7.25	Approval by interview
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2010/2011 Work Study Job Descriptions

CHAMPS Mentors	CHAMPS Mentor	CHAMPS Office	10 to 15	This is a two-week summer program usually scheduled in the two middle weeks in June. Students are required to participate in other programs throughout the prior academic year.	Have experience or demonstrated desire of working with (grades 7-12) students. Must live on campus with CHAMPS students during the two week summer sessions. Demonstrate an ability to be positive and flexible. Demonstrate an ability to motivate, supervise, and communicate with high school students. Must implement college risk management protocols. Serve as a positive role model. Must not have been previously found guilty of violating a campus policy. Possess love for students, mentoring, counseling, and teaching, as well as a pleasant sense of humor. Be willing to work with students at irregular hours. Willingness to participate in two-day training sessions.	Stipend	MUST BE eligible for Federal Work Study (check with Financial Aid). Prior approval by CHAMPS Director.
Chaplains Office	Chaplain Assistant	Springs Campus Ctr	1	General office work including answering phone, making and distributing posters, etc.	Must have good organizational skills and be an independent worker.	\$7.25	
Chemistry	General Chemistry Lab Assistant	Richardson	# determined by department	Aid faculty member in teaching general chemistry laboratory; distribute and collect lab reports, aid in lab preparation and shutdown procedures, clean lab, and answer student questions.	Must have completed Chemistry 101, 101L, 102, 102L. Must be approved by Chemistry faculty.	\$7.25	Prior approval by Chemistry Dept.
Chemistry	Organic Chemistry Lab Assistant	Richardson	# determined by department	Aid faculty member in teaching organic chemistry laboratory; distribute and collect lab reports, aid in lab preparation and shutdown procedures, clean lab and answer student questions.	Must have completed Chemistry 221, 221L, 222, 222L. Must be approved by Chemistry faculty member.	\$7.25	Prior approval by Chemistry Dept.

2010/2011 Work Study Job Descriptions

Chemistry	Chemistry Stockroom Assistant	Richardson	1	Responsible for running chemistry stockroom while laboratories are in sessions, keeping stockroom clean, inventory control, distribution and receipt of equipment and reagents, and solution preparation under faculty supervision and in presence of	Must have completed Chemistry 101, 101L, 102, 102L. Must be approved by Chemistry faculty.	\$7.25	Prior approval by Chemistry Dept.
Clinton Elementary School	Tutor	Off Campus: 800 Chestnut Street, Clinton, SC	10 to 15	Read with students, tutor math, assist students who score below basic on state-administered assessment. Will work between school hours and in afterschool program.	Love children, patience, dependability, good work ethic, enthusiasm, and good communication skills.	\$8.50	MUST BE eligible for Federal Work Study (check with Financial Aid).
Clinton Family YMCA	Gym monitor/2nd semester only	Off Campus: Clinton Y is located directly behind the Bi-Lo shopping center on YMCA Drive, Clinton, SC.	2	Help with youth basketball. Keeping hallways clear. Keep gym ready for teams.	Friendly but stern.	\$8.50	MUST BE eligible for Federal Work Study (check with Financial Aid).
Clinton Family YMCA	After School Day Care Counselors and Homework Assistans	Off Campus: Clinton Y is located directly behind the Bi-Lo shopping center on YMCA Drive, Clinton, SC.	4 to 6	Supervise organized activities and homework for students age 4 to 12 from 3:00 to 5:00, Monday through Friday. Help in the administration of school age children at the YMCA Day Care Center. Assist with physical activity, study periods, field trips, etc.	Have the ability and desire to work with children, assist in activities and be able to provide mature leadership in this position.	\$8.50	10 hours a week or less. MUST BE eligible for Federal Work Study (check with Financial Aid).
Clinton Family YMCA	Certified YMCA Lifeguard	Off Campus: Clinton Y is located directly behind the Bi-Lo shopping center on YMCA Drive, Clinton, SC.	3 to 4	Lifeguard for the YMCA pool. Hours available: Mon-Fri, 8-10am; 12-2pm; 4-8 pm; Sat. 9-12 am; 2-5 pm; Sun. 2-5 pm	Must be certified Red Cross or YMCA Lifeguard with current certification and CPR.	\$8.50	MUST BE eligible for Federal Work Study (check with Financial Aid).
Clinton Family YMCA	Nursery Assistant	Off Campus: Clinton Y is located directly behind the Bi-Lo shopping center on YCMA Drive, Clinton, SC	4	Love working with children up to 6 years of age. Will be responsible for taking care of children while parents work out in the Y. Be dependable. Hours: Mon, Wed, Fri-8:30-11:30 am and/or Mon-Thurs-5-8pm.	Love of being with children birth to 6 years of age. Responsible for children while parents are working out in Y.	\$8.50	MUST BE eligible for Federal Work Study (check with Financial Aid).

2010/2011 Work Study Job Descriptions

Clinton Family YMCA	YMCA Receptionist	Off Campus: Clinton Y is located directly behind the Bi-Lo shopping center on YMCA Drive, Clinton, SC.	3 to 4	Responsible for administering duties of the YMCA front desk. Checking for updated membership, receipt of activities, provide vital YMCA information, direct all activities. Sunday-Saturday, any hours	Mature person with a good speaking voice to answer the phone and general public. Ability to handle large sums of money using Safeguard and accounting system.	\$8.50	MUST BE eligible for Federal Work Study (check with Financial Aid).
Clinton Family YMCA	Weight Room Helper	Off Campus: Clinton Y is located directly behind the Bi-Lo shopping center on YCMA Drive, Clinton, SC	1 to 2	Assisting with clients in the weight room. Hours: Anytime 6am-9pm Mon-Fri	Responsible and willing to assist others.	\$8.50	MUST BE eligible for Federal Work Study (check with Financial Aid).
Clinton Public Library	Library Assistant	Off Campus: 107 Jacobs Highway, Suite A, Clinton, SC	1	Shelving library materials, helping to check materials in and out at circulation desk, straightening books on shelves, other duties as assigned.	Basic computer skills, familiarity with Dewey Decimal system.	\$8.50	MUST BE eligible for Federal Work Study (check with Financial Aid).
Communications	Student Assistant	Moorefield House	1 to 2	Assist with filing, typing, mailings, categorizing photographs and newspaper clippings, answering phone, and any other special projects as directed by staff.	General computer knowledge, organizational skills, friendly	\$7.25	
Confucius Institute	Student Assistant	Browns Commons	1	Help Confucius Institute staff to organize cultural events. Help to coordinate "Chinese Corner." Assist Confucius Institute staff in the office.	General computer knowledge, organizational skills, friendly	\$7.25	6 hours per week
Confucius Institute	Student Assistant	Browns Commons	1	Help Chinese teacher to organize activities and make posters. Organize "Chinese Corner." Proofreading English translation. Help teachers deal with sorting and classification of Chinese books.	Student(s) who work in Confucius Institute should be interested in intercultural communication and keep an open attitude for different cultures.	\$7.25	6 hours per week

2010/2011 Work Study Job Descriptions

Counseling Services	Peer Educator	Wellness Center	4	Outreach, consultation with Licensed Counselor, referrals, communication with faculty, staff and students. Attend in-service training, Peer Educator staff meetings. On-Call duties on a rotational basis for support in crisis management.	GPA 2.5 and in good standing. Strong interest in counseling and peer education programs. Interpersonal skills that reflect empathy and active listening. Models responsible use of drugs and alcohol, conflict resolution, assertive communication. Self-starter who can function productively in an unsupervised environment.	\$7.50	Must be a Junior or Senior with the ability to participate during the full academic year. Work up to 6 hours per week
Donor Relations Special Events	Special Events Assistant	Moorefield House	1 to 2	Help with all on campus special events. Must be able to work flexible hours and some weekends	Dependable and willing to show up for work when scheduled.	\$7.25	5 to 10 hours per week
Drama/Theater	Lab Assistant	Harper Center	2	Supervise lab work under the direction of faculty.	Should possess technical theater, supervisory, and carpentry skills.	\$7.25	
Eastside Elementary	Elementary School Tutor	Off Campus: 103 Old Colony Road, Clinton, SC	5 +	Assist students with computers and help in the Library.	Love working with children K-5 Knowledge of computers	\$8.50	MUST BE eligible for Federal Work Study (check with Financial Aid).
Economics & Business Adm	Student Assistant	Jacobs Hall	2	Grading and recording tests, making copies, filing, checking mail, shredding, running errands as requested.	Prefer Junior or Senior Business Majors or Econ Majors.	\$7.25	
Education	Student Office Assistant	Harrington-Peachtree	1	Light clerical duties including filing, typing, answering phone and other jobs as directed by department		\$7.25	
Education	Musician to play at Teacher Induction Ceremony in May 2011	Harrington-Peachtree	5	Play 1 1/2 hours for induction ceremony	Music ability. Be recommended by Tim Kintzinger	\$40 per student	
English	Student Assistant	Neville	1	Typing, filing, library research	Computer skills, dependable	\$7.25	

2010/2011 Work Study Job Descriptions

Good Shepherd Free Medical Clinic	Computer/Data Records Assistant	Off Campus: Bailey Building, Highway 76, Clinton, SC	1 to 2	Enter data on patient visits, including transcribing doctors notes.	Computer skills; knowledge of medical terms, helpful, but not necessary. CONFIDENTIALITY -- a must!	\$8.50	Pre-Med student would love this position. MUST BE eligible for Federal Work Study (check with Financial Aid). 10-15 hours per week
History	Student Assistant	Neville	1	Assist Department faculty with appropriate duties and tasks.	Be dependable and reliable.	\$7.25	5 hours per week
Hospice of Laurens County	Student Assistant	Off Campus: 1304 Springdale Road, Clinton, SC	1 to 2	Assists Thrift Store manager with operations in store. Assists Chaplain with special events.	Be dependable and reliable to be at work as scheduled.	\$8.50	10-20 hours per week
International Programs	Assistant for IP & SCIS	Carol International House	2	Work with IP & SCIS Director and secretary to aid in the function and operations of the offices. This includes typing, filing, copying, and other clerical work in addition to special projects around the International Bazaar, Study Abroad Expos, etc.	Ability and desire to work with and relate to a diverse group of students.	\$7.25	
Laurens County Chamber of Commerce	Student Assistant	Off Campus: 291 Professional Park Road, Clinton, SC	2	Assist with new member recruitment and retention; assist with coordination of special events; assist with visitors and members as needed; assist with newsletter; update website, other duties as needed.	Basic computer skills, interest in public relations or marketing; good people skills	\$8.50	MUST BE eligible for Federal Work Study (check with Financial Aid).
Laurens YMCA	Clerical/Student monitoring positions	Off Campus: 410 Anderson Drive, Laurens SC 29360	5 +	Contact Donna Arnold at the Laurens YMCA to determine the open positions available. Most positions are monitoring weight room, front desk assistance, after school help.	Be dependable.	\$8.50	MUST BE eligible for Federal Work Study (check with Financial Aid).
Laurens YMCA	Home School PE assistant	Off Campus: 410 Anderson Drive, Laurens, SC 29360	2 to 3	Assist with physical education activities for elementary school	Love working with children K-5; enjoy physical activity; be dependable	\$8.50	MUST BE eligible for Federal Work Study (check with Financial Aid).

2010/2011 Work Study Job Descriptions

Laurens YMCA	Physical Education/Childcare	Off Campus: 410 Anderson Drive, Laurens, SC 29360	5 +	Help with Physical Education for after school childcare; Mon-Fri, 3:30-6:00 pm in local elementary schools in Laurens (E. B. Morse Elemn, Sanders Elemn, Ford Elemn)	Love working with children K-5; enjoy physical activity; be dependable	\$8.50	MUST BE eligible for Federal Work Study (check with Financial Aid).
Laurens YMCA	Sports Assistant	Off Campus: 410 Anderson Drive, Laurens, SC 29360	5 +	Assist with sports activities on Mon-Fri; 5:30 pm to 8:30 pm	Love working with children; sports activities; be dependable	\$8.50	MUST BE eligible for Federal Work Study (check with Financial Aid).
Lecture and Fine Arts	Cultural Events Usher	Different locations as event is scheduled	6	Usher at events: hand out CEP cards, tear tickets, hand out programs and CEP cards. Hours not guaranteed from week to week, but depend on the event schedule.	Promptness, reliable, eager to work with public, ability to work with large crowds.	\$7.25	2 hours per week as needed.
Library	Library Student Assistant	Thomason Library	15 +	Could assist in all areas of the library: reference, periodicals, technical services, archives, and circulation.	Assist in varied tasks, clerical and computer skills, punctuality, willingness to work, mature judgment, may need to carry and lift loads.	\$7.25	2 to 5 hours week
Library	Library Periodical Assistant		2	Assistant in the Library periodicals department	Reliable, punctual.	\$7.25	2 to 5 hours week
Main Street Laurens	Assistant	Off Campus: PO Box 1736, 200 Courthouse Square, Laurens, SC 29360	2	Assist the executive director in day to day operations of the office including updating membership lists, checking mail, making bank deposits and handling correspondence. Assist in developing marketing material and planning for special events, programs, etc., visit area businesses on-on-one to discuss main Street projects, contact other SC Main Street programs for guidance/ suggestions and research activities for downtown area.	Work well with people; good communication skills- both oral and written; computer experience; educative experience in marketing advertising, business management, planning, economic restructuring, and/or historic preservation, entrepreneurial, energetic, imaginative, well organized, and capable of functioning effectively in an independent environment.	\$8.50	MUST BE eligible for Federal Work Study (check with Financial Aid).
Marketing	Web Assistant	Moorefield House	1	Update content online, build new pages, assist with forms, size images	Very good computer skills	\$7.25	2 to 4 hours per week

2010/2011 Work Study Job Descriptions

Math	Student Assistant/Tutor	Harrington-Peachtree	2 to 4	Help run the homework and review sessions in the evenings. Work with PC students who are taking pre-calculus or Calculus I courses and who need extra help with course material.	Must be good in mathematics through Calculus. Must be approved by Math faculty member. Strong mathematical ability and background; patience and ability to explain mathematics; responsible for paperwork; commitment to job and its hours.	\$7.25	2 to 4 hours per week
Media Learning Center	Media Lab Assistant	Thomason Library	2 to 4	Assistance with graphics and video production. Training will be provided.	Prior knowledge in basic photography, graphics, and video production, helpful	\$7.25	2 to 4 hours per week
Men's Basketball	Manager	Templeton	1	Work with team at all practices and games.	Must like basketball and be willing to work.	\$7.25	
Men's Basketball	Secretary	Templeton	1	Secretarial duties as needed.	Computer skills, self-motivated	\$7.25	
Men's Basketball	Video Person	Templeton	1	Video games and also edit and complete daily video tasks.	Understanding of video equipment; computer skills	\$7.25	
Men's Soccer	Ball Persons	Soccer field	2	Ball persons to run the line during home games for Fall 2010	Ability to work evenings and weekends when home games are scheduled.	\$15 per game	6 hours per week
Military Science	Administrative Assistant/Computer	Jacobs Hall	1	Work with Administration. Section-computer generated reporting, data entry and other general office clerical duties.		\$7.25	
Military Science	Logistical Assistant	Jacobs Hall Supply Rm	1	Logistical support for the ROTC department. Assist the supply technician in maintenance of equipment, inventories of shipments received, maintenance of supply records, and help keep a neat and orderly appearance of the supply room.		\$7.25	
Military Science	Web Designer	Jacobs Hall Supply Rm	1	ROTC Department web-page master		\$7.25	
Modern Foreign Language	Student Assistant	Neville	1 or 2	Typing, input data in computer, general office duties. Typing vocabulary lists.	Computer knowledge, some foreign language knowledge; German; research/library usage	\$7.25	2 hours per week

2010/2011 Work Study Job Descriptions

Modern Foreign Language	Student Assistant to Spanish professor	Neville	1	Maintain bulletin board for Spanish Club & Psi Eta; Photocopying and light office work; assist with professor's research needs using the internet and Thomason Library.	Spanish major or minor. The student needs to have successfully completed Spanish 201 or higher to perform the tasks of this job well.	\$7.25	4 hours per week
Music	Music Office Worker	Belk Auditorium	1	Answer phone, file, copy and fold recital programs, run errands	Computer skills, flexible, dependable, good people skills	\$7.25	3 to 4 hours per week
Music	Choral Music Librarians	Belk Auditorium	2	Keep choral library organized. Pull choral boxes as needed, distribute to students, put away (file) when finished	Good organization and attention to detail.	\$7.25	3 to 5 hours per week
Music	Recording Engineer	Belk Auditorium	2 to 3	Train with Dr. Elser. Record Friday student recitals and evening recitals according to a schedule that I set up	Basic knowledge of audio recording equipment. Training is provided.	\$7.25	2 to 3 hours per week
Music	Recital Attendance		2	Monitor attendance (sign-in sheets) at all recitals. Keep records of attendance	Good organization.	\$7.25	1 to 3 hours per week
Neville Hall	Student Assistant	Neville	2	Pick up and deliver mail, general secretarial duties (typing, filing, etc.), running errands.	Computer skills	\$7.25	
Office of Student Affairs	Office Assistant	Springs Campus Center/2nd floor	1	Light clerical duties including typing, filing, answering phone and taking messages. May be asked to run miscellaneous on campus errands for staff.	Computer skills, phone etiquette, dependable, reliable	\$7.25	
Physical Education	Student Secretary	Templeton	1 or 2	Word processing, photocopy, help with filing, on-campus errands, grading, etc.	Enthusiasm and people-friendly; basic office skills; punctuality; reliability; computer skills	\$7.25	8 to 10 hours
Physics and Computer Science	Computer Science Lab Assistant	Richardson	2	Help students complete assigned labs for various Computer Science courses	Must have programming experience.	\$7.25	
Political Science	Administrative (Clerical) Assistant	Harrington-Peachtree	2	Assist political science professors in various clerical tasks; copying, printing, deliveries across campus, and other duties on a case-by-case basis.	Dependable, computer knowledge, reliable, mutiple	\$7.25	5 hours per week per student worker

2010/2011 Work Study Job Descriptions

President's Office	President's Office Intern	Smith Admin. Bldg.	2-Jan	Special projects assigned by the President; answering phone; day to day office procedures; assist with preparations for Board and Trustee meetings and dinners; assist with guests in President's box during football games; other duties as assigned.	Must be able to maintain confidentiality. Must be able to meet guests of the college. Good telephone skills. Typing skills. Computer literate.	\$8.00	Prior approval
Provost Office	Student Assistant	Smith Admin. Bldg.	1	Entering CEP tickets into Banner after each event; making copies (multiple and varied packets); shredding confidential materials; handling other projects that pertain to faculty, students, etc.; filing and reorganizing files as needed; delivering mail, etc. to other faculty buildings as needed.	Dependable, multi-tasker, computer skills	\$7.25	
Psychology	Student Assistant	Harrington-Peachtree	1	Assist Psychology faculty members with light clerical duties as typing, filing, miscellaneous on campus errands.	Computer knowledge, reliable, dependable, self-motivated	\$7.25	
Psychology	Stat Lab Assistant	Harrington-Peachtree	1	FALL semester ONLY. This position will be selected by Dr. Tim Gaines to provide help to students taking Stat this Fall.	Must have completed Regular Stat.	\$7.25	
Registrar's Office	Student Assistant	Smith Admin. Bldg.	2 to 3	Assist staff with clerical duties; assist staff in maintaining and entering course work; assist staff with processing drop/adds, major/minor changes, transient permission; process/mail transcripts and enrollment verifications.	Good computer skills, problem solving skills, excellent spoken language ability, effective interpersonal skills, good knowledge of office equipment	\$7.25	
Religion & Philosophy	Christian Education Student	Neville	1	Typing, filing, basic computer record keeping, library book ordering, various other paperwork jobs.	Computer knowledge, organizational skills, self-motivated.	\$7.25	4 hours per week
Residence Life	Student Assistant	Springs Campus Center/2nd floor	2	Assist with clerical work in office; answer telephones during staff meetings.	Telephone etiquette, computer skills, strong customer service.	\$7.25	6 hours per week per student
Richardson Hall Office	Office Assistant	Richardson	2	Score scantron sheets, make copies, pick up and distribute mail, answer phone, and run errands for faculty.	Computer skills; self-motivated; willing to learn	\$7.25	Hours determined by student's schedule

2010/2011 Work Study Job Descriptions

Senior Options	Administrative Assistant	Off Campus: 512 Professional Park Road, Clinton, SC	1	Assist with office administration; data entry; filing; word processing	Computer skills; interpersonal skills with other employees and clients	\$8.50	20 hours per week. MUST BE eligible for Federal Work Study (check with Financial Aid).
Sociology	Student Assistant	Harrington-Peachtree	1	Typing, filing, miscellaneous office work.	Computer and typing skills preferred.	\$7.25	
Sports Information	Sports Information Student Assistant	Templeton	8 to 10 depending on season	Assist in broadcasting games on the radio (working with the radio station). Football/Basketball games only	Knowledge of sports.	\$7.25	
Sports Medicine	Student Athletic Trainer	Templeton	3 to 5	Mostly doing football practices/games, but there are other responsibilities as well. Some physical labor	Hard worker	\$7.25	Hours vary
Springs Campus Center	Springs Student Employee/ Front Desk	Springs Campus Ctr	13 to 15	Responsible for assisting the staff and managers, checking out equipment, answering the phone and providing general information to students, staff, and guests of the College. Responsible for monitoring who uses the building and making sure all rules are enforced. In charge of keeping the desk area clean at all times. Assist the manager in any way possible.	Be dependable, responsible, self-motivated, good relational skills. Must be available to work weekend shifts.	\$7.25	
Springs Campus Center	Springs Student Employee/ Mailroom and Office Workers	Springs Campus Ctr	2 to 4	Responsible for answering the phone and assisting the staff members. Mailroom workers are responsible for sorting the mail and delivering it to the student boxes, hand out packages, as well as provide mail supplies to patrons of the Campus Center.	Be dependable, responsible, self-motivated, good relational skills. Must be available to work weekend shifts.	\$7.25	
Springs Campus Center	Springs Student Employee/ Fitness Center	Springs Campus Ctr	15 to 20	Ensure the safety of those using the center. Monitor fitness center patrons and ensure the equipment is being used properly.	Be dependable responsible, self-motivated, good relational skills. Must be available to work weekend shifts.	\$7.25	

2010/2011 Work Study Job Descriptions

Springs Campus Center	Intramural Supervisor	Springs Campus Ctr	7 to 10 per sport	Supervise intramural games, game operations, weely group meeting, scheduling, equipment inventory.	Knowledge of sports rules. Conflict resolution, organizational skills, time management.	\$7.75	
Springs Campus Center	Intramural Official	Springs Campus Ctr	7 to 10 per sport	Ability to enforce game rules. Must attend training clinic. Hours flexible in evenings.	Experience helpful but not necessary. Possess the knowledge of sports, such as basketball, softball, flag football.	\$7.25	
Springs Campus Center	Aerobic Instructor	Springs Campus Ctr	2	Able to count music; ensure safety of participants; keep class attendance; leads abs, cardio, and step aerobics.	Required to attend training. Certification preferred, but not needed. Required CPR Certification. Basic knowledge of physical fitness.	\$7.25	
Switchboard	Substitute Receptionist	Smith Admin. Bldg.	2 to 4	Fill in at switchboard during lunch hours and vacation/sick leave and as needed for special events.	Good with public; clear speaking voice.	\$7.25	2 to 5 hours week
Thornwell Activity Center	Activity Center Manager		2	Work in activity center after school. Sell snacks and play with children.	Love working with children.	\$8.50	MUST BE eligible for Federal Work Study (check with Financial Aid).
United Way of Laurens County	Student Administrative Support	Off Campus; 16 Peachtree Street, Clinton, SC	2 to 3	Responsible for various administrative duties such as track office inventory, campaign data entry, order office supplies, prepare materials for mass mailings, assist with packet preparation for board meetings/members, filing, and many other important duties to help the Exec. Director and Office Manager on a day-to-day basis.	Students must be motivated, must pay attention to detail, and must have the ability to work in a flexible envrionment.	\$8.50	8 to 10 hours per week. Depending on the schedule of the student, hours may be increased to handle tasks in the office. MUST BE eligible for Federal Work Study (check with Financial Aid).

2010/2011 Work Study Job Descriptions

Women's Lacrosse	Women's Lacrosse Team Manager		2	One of the two students will be responsible for filming games; the other student will be responsible for laundry and side line details.	There is some travel involved; also some missed classes.	\$7.25	10 plus hours per week. Sophomore, Junior or Senior preferred.
Women's Soccer	Women's Soccer Manager		1	Manage equipment, locker room, laundry and other task assigned by Women's Soccer Coach.	Time intensive; must be willing to commit	\$7.25/ \$2500 year	
Women's Softball	Women's Softball Manager		3	Laundry - care of team uniforms. Fieldwork - raking, digging, smoothing of dirt/clay/grass		\$7.25	
Writing Center	Writing Center Tutor	Neville	14	Tutors work with students one-on-one to help them improve their writing, keep accurate records of each writing conference, and do other tasks related to Writing Center work.	Must be reliable, punctual (making arrangements for a substitute if they cannot tutor at their scheduled times.) Must follow policies and procedures of the Writing Center, keep accurate and complete records of each conference, and encourage student writers by pointing out strengths as well as weaknesses.	\$7.25	Students must first enroll in English 220. Student's in this position must get pre-approval from Writing Center Coordinator.