

# Attention Applicants



As of April 12, 2012 there are 17 open work study positions. Please read each entry thoroughly, and follow the directions listed on each description. If no position interests you, consider applying to the Work Study Applicant Pool so if new positions are available your application will be considered.

We encourage you to apply for multiple positions; an interview is not a guarantee of a job.

## Other on-campus Student Job Opportunities:

Review non-Work Study student positions through the Human Resources office at: <http://www.davidsonccc.edu/employment.htm>. These are part-time positions with the college and are not limited to Financial Aid recipients like work study positions.

## Application:

The Work Study Application can be downloaded at: [http://www.davidsonccc.edu/pdfs/FinAid\\_FWSApplications.pdf](http://www.davidsonccc.edu/pdfs/FinAid_FWSApplications.pdf)

## Interviews:

If you are selected for an interview, you will be contacted and asked to participate in the **Work Study Interview Day on Friday, April 27**. Interviews will take place in the Conference Center. When you are contacted the supervisor will arrange what time you are asked to arrive. Please make plans for this event.

## Locations:

Each position has its primary location listed; some jobs may require occasional travel to other campuses.

Davidson Campus	Davie Campus	Davie Education Center
297 DCCC Road Thomasville, NC 27360-7385 336.249.8186	1205 Salisbury Road Mocksville, NC 27028 336.751.2885	120 Kinderton Blvd., Suite 110 Advance, NC 27006 336.998.3220

## Current Openings (clicking on the title will take you to the job description):

Title	ID Number	Primary Location
<i>Work Study Applicant Pool</i>	WS201300	Varies
<i>Office Support Staff</i>	WS201301	Davidson Campus
<i>Arts, Sciences, and Education Work Study</i>	WS201302	Davidson Campus
<i>Research Assistant</i>	WS201303	Davidson Campus
<i>Server/Prep Person</i>	WS201304	Davidson Campus
<i>Administrative Support Staff – Registration &amp; Records</i>	WS201305	Davidson Campus
<i>Conference Services Assistant</i>	WS201306	Davidson Campus
<i>Peer Lab Assistant</i>	WS201307	Davidson Campus
<i>Network Lab Assistant</i>	WS201308	Davidson Campus
<i>Business &amp; Industry Customized Training Assistant</i>	WS201309	<b>Davie Education Center</b>
<i>HIT, MED, &amp; Human Services Assistant</i>	WS201310	Davidson Campus
<i>Administrative Assistant</i>	WS201311	Davidson Campus
<i>Enrollment Services Assistant</i>	WS201312	Davidson Campus
<i>Fitness Center Assistant</i>	WS201313	<b>Davie Campus</b>
<i>Emergency Medical Sciences Work Study</i>	WS201314	Davidson Campus
<i>Anatomy &amp; Physiology Work Study</i>	WS201315	Davidson Campus
<i>Computer Lab Assistant</i>	WS201316	Davidson Campus
<i>Library Circulation &amp; Technical Services</i>	WS201317	Davidson Campus

**ID:**

WS201300

**Title:**

*Work Study Applicant Pool* – Allows you to post your application for all to see, no position exists.

**Location:**

Varies

**About this Job:**

Work Study positions allow students to gain work experience, become more connected with DCCC, practice networking and interviewing skills, and build confidence in their skills and abilities. The Work Study Applicant pool is a catch-all position allowing faculty and staff the opportunity to review a variety of applicants.

We strongly encourage you to add your application to the pool.

**Reports to:**

Varies

**Works With:**

Faculty, staff, students and campus visitors

**General Job Duties:**

Each position is different, but generally work study positions require customer service, clerical skills, basic computer operations, knowledge of office equipment and function etc. Your site may have specific skills needed, please note these on your application.

**Equipment/Tools Used:**

Computer, copier, any and all office equipment available

**Knowledge/Educational Requirements:**

Student should be in good academic standing, and have a basic understanding of customer service, clerical skills and be open to a variety of possible tasks.

**How to Apply:**

1. Students should download and complete the Work Study Employment Application located at: [http://www.davidsonccc.edu/pdfs/FinAid\\_FWSApplications.pdf](http://www.davidsonccc.edu/pdfs/FinAid_FWSApplications.pdf) . Save the form.
2. Email your completed application to [cs@davidsonccc.edu](mailto:cs@davidsonccc.edu).
3. Optional: You may also submit a copy of your resume, cover letter, transcripts and any other information you wish to share. The supervisor may also ask you to clarify and/or supply additional information.

**—You will be notified if you are selected for an interview—**

**ID:**

WS201301

**Title:**

Office Support Staff

**Location:**

College and Career Readiness, Reich Building – Davidson Campus

**About this Job:**

College and Career Readiness offers the work study student a flexible schedule so they can adjust their duties around their academic schedule. Students are introduced to the office environment and are trained to assist the public and potential students with information regarding registration for Adult High School (AHS), GED or Career Readiness Certificate (CRC) classes. They will have the opportunity to use office equipment and learn procedures to help run an efficient office.

**\*Due to the handling of student records, the work study candidate must be reliable and trustworthy to maintain confidentiality regarding the information and records handled during the course of the job.\***

**Reports to:**

Sandra Thompson – Director College and Career Readiness

**Works With:**

Faculty/Staff, Students, General Public

**General Job Duties:**

- Preparing transcripts for GED and AHS as requested
- Filing for GED and AHS graduates
- Processing registrations prior to data entry
- Assisting the public that walk-in for information about class opportunities
- Conducting book inventory
- Assembly of bulk mail projects
- Preparing transcripts
- Processing registrations
- Reception for walk-ins and students needing class information
- Assisting with mailings and inventories

**Equipment/Tools Used:**

Laptop/desktop computers with Microsoft Office;  
Toshiba copier/printer/fax (3 in 1);

**Knowledge/Educational Requirements:**

High School Graduate or Equivalent

Familiarity with Career and College Readiness (formerly Basic Skills) area preferred

**How to Apply:**

1. Students should download and complete the Work Study Employment Application located at: [http://www.davidsonccc.edu/pdfs/FinAid\\_FWSApplications.pdf](http://www.davidsonccc.edu/pdfs/FinAid_FWSApplications.pdf) . Save the form.
2. Email your completed application to [smthomps@davidsonccc.edu](mailto:smthomps@davidsonccc.edu)
3. Optional: You may also submit a copy of your resume, cover letter, transcripts and any other information you wish to share. The supervisor may also ask you to clarify and/or supply additional information.

**—You will be notified if you are selected for an interview—**

**ID:**

WS201302

**Title:**

Arts, Sciences, and Education Work Study

**Location:**

Gee Building, Davidson Campus

**About this Job:**

Many of the duties in this position directly affect students and there are lots of opportunities to work with other students. This position is an excellent site for work study students to build relationships. Also a great deal of communication is required, so working in this area will encourage the work study student to stretch their communication skills. This area manages lots of tasks and working at this site will require, foster, and encourage multitasking.

Working with two instructors will help the work study student negotiate priorities and multiple objectives which is a valuable skill to possess in many work environments.

**Reports to:**

Jo DeLosSantos – Faculty, Humanities and English

**Works With:**

Faculty, Staff, and Students

**General Job Duties:**

Assist Multiple Faculty with:

- Typing
- Accurate record keeping
- Variation of tasks during each semester
- Copying
- Picking up mail
- Errands around campus
- Recording Grades
- Assisting with Club SAFE administration
- Work in SAFE Clothes Closet
- Assist in attendance recording for large lecture courses
- Other duties as assigned

**Equipment/Tools Used:**

Microsoft Office Suite

Copier

**Knowledge/Educational Requirements:**

Works well with a range of people and experiences.

Completed ENG 111

**How to Apply:**

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2. Email your completed application to [jdelos@davidsonccc.edu](mailto:jdelos@davidsonccc.edu)
3. Optional: You may also submit a copy of your resume, cover letter, transcripts and any other information you wish to share. The supervisor may also ask you to clarify and/or supply additional information.

**—You will be notified if you are selected for an interview—**

**ID:**

WS201303

**Title:**

Research Assistant

**Location:**

Office of Research, Planning, and Innovation, Davidson Campus

**About this Job:**

The student will be responsible for assisting with the management of both qualitative and quantitative research, which may include distribution of surveys, and conducting student focus groups, in addition to compilation and analysis of this data. This will require analytical and communication skills which will benefit the student in transition to the work force, as well as learning project management skills. The student may also be creating and publishing reports of the data collected to prepare for presentation to the campus community. The student will be required to prioritize their time in order to meet deadlines and learn how to multi-task in a fast-paced environment.

**Reports to:**

Stacy Holliday – Director, Campus Innovations & Student Success Initiatives

**Works With:**

Faculty and staff, perhaps occasionally will also be interacting with students

**General Job Duties:**

- Assist with Administrative tasks: copying, scanning, filing, etc.
- Scans surveys into survey reading software
- Creating and publishing reports of the data collected to prepare for presentation to the campus community
- Be comfortable calling students
- Other tasks as needed

**Equipment/Tools Used:**

Microsoft Office- Word, Excel, Publisher etc.

Remark Test Scanning Software

Adobe

Copier, Scanner, Fax

**Knowledge/Educational Requirements:**

Microsoft Office Suite XP or Higher

Scanning experience or ability to rapidly learn new technology

Ability to work well with others

Understanding the importance of confidentiality

**How to Apply:**

1. Students should download and complete the Work Study Employment Application located at: [http://www.davidsonccc.edu/pdfs/FinAid\\_FWSApplications.pdf](http://www.davidsonccc.edu/pdfs/FinAid_FWSApplications.pdf) . Save the form.
2. Email your completed application to [sjhollid@davidsonccc.edu](mailto:sjhollid@davidsonccc.edu)
3. Optional: You may also submit a copy of your resume, cover letter, transcripts and any other information you wish to share. The supervisor may also ask you to clarify and/or supply additional information.

**—You will be notified if you are selected for an interview—**

**ID:**

WS201304

**Title:**

Server/ Prep Person

**Location:**

The Storm Cellar, Davidson Campus

**About this Job:**

The Storm Cellar is an excellent learning environment because the students are part of a team which increases their interpersonal communication skills. They will learn responsibility in keeping their work space clean, organized, and sanitized. The students will be responsible for enticing customers to buy our products by making the food look good to the customer. They will utilize the math skills when using recipes to make the desserts.

**Reports to:**

Lucinda Robinson – Manager, Food Services Operations

**Works With:**

Students, Faculty/Staff, General Public

**General Job Duties:**

Prep salads, make desserts, serve customers, light cooking, etc. The students will develop customer service skills as they meet and greet customers of the Storm Cellar. They will get experience in prepping desserts, salads, and fruit cups. It is possible that the students may do some light cooking.

Please Note -Your job can be whatever the manager requires it to be for that day in the restaurant.

**Equipment/Tools Used:**

Gloves and Hairnets

**Knowledge/Educational Requirements:**

High School Diploma or GED

**How to Apply:**

1. Students should download and complete the Work Study Employment Application located at: [http://www.davidsonccc.edu/pdfs/FinAid\\_FWSApplications.pdf](http://www.davidsonccc.edu/pdfs/FinAid_FWSApplications.pdf) . Save the form.
2. Email your completed application to [lrobinson@davidsonccc.edu](mailto:lrobinson@davidsonccc.edu)
3. Optional: You may also submit a copy of your resume, cover letter, transcripts and any other information you wish to share. The supervisor may also ask you to clarify and/or supply additional information.

**—You will be notified if you are selected for an interview—**

**ID:**

WS201305

**Title:**

Administrative Support Staff – Registration and Records

**Location:**

Brooks Student Center – Davidson Campus

**About this Job:**

Student Records and Registration offers the work study student a chance to practice their skills in customer service, using time wisely, organizing & prioritizing tasks, and applying appropriate decision making skills.

**Reports to:**

Julie Ocel – Director, Student Records & Registration

**Works With:**

Students, faculty/staff, and general public

**General Job Duties:**

This position will serve as support staff to the Records office under the supervision of the Director, Student Records and Registration. This person is considered to be a member of the Records office team and is thus expected to demonstrate professional behavior at all times.

- Report to work as scheduled – This schedule will be coordinated by the student and the supervisor.
- File student records in the Records vault and pull records as needed.
- Prepare items to be mailed from the Records office.
- Enter data into the DCCC student database(s) under the strict supervision of the Records Staff
- Scan and index documents into Matrix student records system.
- Perform other duties as assigned.

**\*Students must understand, and practice, confidentiality in handling records and student accounts.\***

**Equipment/Tools Used:**

Computer (Word and Excel), scanner, printer, copier, and microfiche.

**Knowledge/Educational Requirements:**

Experienced computer knowledge especially in databases, Word, and Excel.

Ability to communicate with staff, students, and others

*Communication Requirements include:*

Speaking, Hearing, Seeing, and Writing

*Physical Demands include:*

Standing, Sitting, Walking (mobility), Lifting/Carrying, Climbing/Balancing, Kneeling/Stooping, and Reaching/Handling

*Educational Requirements:*

College freshman level reading, writing, and math skills

**How to Apply:**

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2. Email your completed application to [jocel@davidsonccc.edu](mailto:jocel@davidsonccc.edu)
3. Optional: You may also submit a copy of your resume, cover letter, transcripts and any other information you wish to share. The supervisor may also ask you to clarify and/or supply additional information.

**—You will be notified if you are selected for an interview—**

**ID:**

WS201306

**Title:**

Conference Services Assistant

**Location:**

Conference Center, Davidson Campus

**About this Job:**

The Conference Services Assistant will be required to present a professional appearance and demeanor in working with Conference Center clients. They will be held to a high standard with regards to professionalism and reliability. The CSA will be responsible for ensuring clients' needs are met and their experience is positive. They will manage room setup and equipment needs and schedule room setups. Once trained, the CSA will be expected to work independently. They will be required to use time management skills and organizational strategies to prioritize their workload.

**Reports to:**

Missy West – Coordinator Conference Center and Community Engagement

**Works With:**

Conference Center Clients, General Public, Faculty and Staff, Students

**General Job Duties:**

The student will have an opportunity on a regular basis to: meet and interact with local business professionals and community leaders; practice time management skills and learn organizational strategies; work with a variety of software applications, such as Publisher and Visio, which will provide Microsoft experience beyond the routine uses of Word and Excel; and practice excellent customer service skills. This position will allow the student to be challenged without being overwhelmed. The position is structured to encourage maximum effort and creativity. The student will be given the support and flexibility they need to reach their educational goals and excel in the workplace. Provide assistance to CC clients and guests. Prepare contracts, room setup schedules and room setup diagrams. Oversee and assist with meeting room setup. Ensure equipment, furnishings and other items are returned to their proper places following each event. Create graphics in Powerpoint for LCD screen. Lead tours of the Conference Center for prospective clients. Provide administrative support within the School of Community Education, Workforce Development and Entrepreneurship. Candidate must have the ability to move and arrange tables and chairs.

**Equipment/Tools Used:**

Microsoft Publisher, Powerpoint, Visio, Word, Excel, Printer/Copier/Fax/Scanner

**Knowledge/Educational Requirements:***Required:*

Strong computer skills, including experience with Microsoft Office; strong oral and written communications skills; a desire to provide excellent customer service; strong organizational skills and the ability to manage multiple tasks; the ability to work independently in a close team environment; a willingness to learn.

*Preferred:*

Publisher and PowerPoint experience, previous work experience in a customer-centered atmosphere.

**How to Apply:**

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2. Email your completed application to [mwwest@davidsonccc.edu](mailto:mwwest@davidsonccc.edu)
3. Optional: You may also submit a copy of your resume, cover letter, transcripts and any other information you wish to share. The supervisor may also ask you to clarify and/or supply additional information.

**—You will be notified if you are selected for an interview—**

**ID:**

WS201307

**Title:**

Peer Lab Assistant

**Location:**

Learning Commons, LRC, Davidson Campus

**About this Job:**

The Work Study will have an opportunity to engage in a variety of learning activities on a day to day basis while working with coaches, staff and students. In addition, they will have real world opportunities to apply problem solving, business, computer, and interpersonal communication skills.

**Reports to:**

Tony Hartle – Coordinator, Business & Computer Technology Center

**Works With:**

Students and Staff

**General Job Duties:**

- Assist Computer and Math Coaches in day to day tasks outside of tutoring.
- Assist students as necessary with course registration, accessing Moodle, Email, StormTrac and other course related software.
- Track student usage of computer lab and Learning Commons resources.
- Input data into spreadsheets and databases.
- Assisting staff and coaches with ongoing projects such as SWOT and trend analysis.
- Light cleaning of lab equipment and workstations.
- Help desk, data entry, bookkeeping, customer relations, communications, assisting in collecting data for projects.
- Other duties as assigned.

**Equipment/Tools Used:**

Microsoft Office Products, Copier, Printer, Shredder

**Knowledge/Educational Requirements:**

Strong Computer and/or math skills preferred. Ideally, the student should have completed at least two semesters of study in their program and have a 3.0 GPA or better.

Work study students need to possess good communication skills, act professionally at all times and dress appropriately when working (business casual).

**How to Apply:**

1. Students should download and complete the Work Study Employment Application located at: [http://www.davidsonccc.edu/pdfs/FinAid\\_FWSApplications.pdf](http://www.davidsonccc.edu/pdfs/FinAid_FWSApplications.pdf) . Save the form.
2. Email your completed application to [alhartle@davidsonccc.edu](mailto:alhartle@davidsonccc.edu)
3. Optional: You may also submit a copy of your resume, cover letter, transcripts and any other information you wish to share. The supervisor may also ask you to clarify and/or supply additional information.

**—You will be notified if you are selected for an interview—**

**ID:**

WS201308

**Title:**

Network Lab Assistant

**Location:**

Finch Building, Davidson Campus

**About this Job:**

In the past, the students that have worked as networking lab assistants have immediately gotten jobs in the IT field, most within the month that they graduate. Students that have worked as the Networking Lab assistant have had more opportunities to deal with real-world computer and connectivity issues that they may not have had experience with in a classroom environment. Students learn to be highly adaptable, mobile, productive, resilient, patient and one who is open to new ideas. It is important to stay technologically current. The networking assistant will have opportunities to experience real-world networking and computer issues. The networking assistant will be exposed to a variety of connectivity, hardware and software issues while improving their troubleshooting skills. Students can use those job skills on the job to help management reach their goals.

**Reports to:**

Ann Porter – Faculty, Networking Technology

**Works With:**

Faculty/Staff and students

**General Job Duties:**

The networking assistant will maintain the networking lab which includes deploying operating systems (such as Windows 7, Server 2008 and Linux), keeping an inventory of equipment, updating software and hardware. The assistant will troubleshoot cabling problems, set up security devices (used in both the Networking Technology and Information Security programs) and troubleshoot all types of information system dilemmas. This work environment would require that the student be a flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects while being an innovative problem-solver who can generate workable solutions.

***Responsibilities Include:***

- Create removable hard drive images for several different classes – this includes using deployment software (Ghost, WDS on Server 2008 or G4L).
- Maintain networking inventory of equipment and supplies.
- Basic up-keep of lab equipment.
- Monitor network usage and virus software for the lab.
- Basic computer repair, when needed.
- Other basic duties as assigned, if needed.

**Equipment/Tools Used:**

Students should be familiar with crimping and punch down tools, router and switch configuration, various operating systems (Virtual Machine applications, Linux, Server 2008 and Windows 7), PC maintenance tools, fluke meter, cables testing tools and imaging software, such as Ghost Symantec.

**Knowledge/Educational Requirements:**

Students should have basic knowledge of Linux, Server 2008, Windows 7, Windows XP and Mac operating systems. Also, basic networking/connectivity knowledge such as PING, TRACERT, NSLOOKUP and IPCONFIG. Certifications such as A+, NET+ or Security + is not required, but preferred.

**How to Apply:**

1. Students should download and complete the Work Study Employment Application located at: [http://www.davidsonccc.edu/pdfs/FinAid\\_FWSApplications.pdf](http://www.davidsonccc.edu/pdfs/FinAid_FWSApplications.pdf) . Save the form.
2. Email your completed application to [amporter@davidsonccc.edu](mailto:amporter@davidsonccc.edu)
3. Optional: You may also submit a copy of your resume, cover letter, transcripts and any other information you wish to share. The supervisor may also ask you to clarify and/or supply additional information.

**—You will be notified if you are selected for an interview—**

**ID:**

WS201309

**Title:**

Business & Industry Customized Training Assistant

**Location:**

Davie Education Center (DEC), Advance Position location is Davie Education Center in Advance, across from Tanglewood Park, about 15-20 minutes from Davie Campus and approximately 30-40 minutes from Davidson Main Campus.

**About this Job:**

This position will allow the student the opportunity to interact with faculty, part-time faculty, state and local community partners. The student will meet and greet individuals and demonstrate excellent customer service. This work study will gain experience in assisting in the development of DCCC customized training programs for businesses and industries. They will learn to enhance their organizational and project management skills, and work with various applications such as MS Excel, Access, and Word. This position will allow the student to work independently and expose them to various community services in the Davie and Davidson counties.

**Reports to:**

Wanda Ramos-McPherson – Program Director, Business and Industry

**Works With:**

Staff, General Public, Faculty, Students, Business & Industry

**General Job Duties:**

- Assist with the organization of business information including researching company profile, obtaining contact information, and working with contracts and training matrix
- Help develop Instructor Master database, obtain Instructor Interest Form and enter in database
- Work with MS Office, Excel and Access
- Assist in the development and setting up online learning tool (ToolingU)
- Work in NC College System Course Library to help research training material
- Assist with and organize file system
- Applicable work force skills: interpersonal, organizational, communication and computer skills

**Equipment/Tools Used:**

PC, Copier, Fax, Shredder, Phone, MS Office (Word, Excel, PP, Access)

**Knowledge/Educational Requirements:**

- Basic computer, telephone skills, and general receptionist skills
- MS Office and knowledgeable in MS Access preferred.
- Strong organizational, communication, writing, and customer services skills.
- Self-directed and willingness to travel between DEC and Mocksville locations.

**How to Apply:**

1. Students should download and complete the Work Study Employment Application located at: [http://www.davidsonccc.edu/pdfs/FinAid\\_FWSApplications.pdf](http://www.davidsonccc.edu/pdfs/FinAid_FWSApplications.pdf) . Save the form.
2. Email your completed application to [wrmcpher@davidsonccc.edu](mailto:wrmcpher@davidsonccc.edu)
3. Optional: You may also submit a copy of your resume, cover letter, transcripts and any other information you wish to share. The supervisor may also ask you to clarify and/or supply additional information.

**—You will be notified if you are selected for an interview—**

**ID:**

WS201310

**Title:**

Health Information Technology (HIT), Medical Assisting (MED), & Human Services Work Study

**Location:**

School of Health, Wellness and Public Safety, Davidson Campus

**About this Job:**

Our programs are very organized and will give the student the ability to enhance their skills. We will display a level of teamwork that will prove to be beneficial to their learning environment.

**\*Would prefer if the student is not in an Allied Health program or seeking entry\***

**Reports to:**

Shannon Grubb – Faculty, Health Information Technology; Amber Rominger – Faculty, Medical Assisting; & Elizabeth Schneck – Faculty, Human Services Technology

**Works With:**

Faculty/staff

**General Job Duties:**

- Assist in grading processes
- Filing & Scanning
- Organizational Tasks
- Monitoring discussion forums
- Working in Moodle Complete organizational tasks
- Computer experience
- Working with a variety of tasks to help with multi-tasking
- Time management
- Clerical & Administrative tasks
- Teamwork

**Equipment/Tools Used:**

Moodle, copier, and other computer software as needed.

**Knowledge/Educational Requirements:**

Computer experience, knowledge of Microsoft Office.

**How to Apply:**

1. Students should download and complete the Work Study Employment Application located at: [http://www.davidsonccc.edu/pdfs/FinAid\\_FWSApplications.pdf](http://www.davidsonccc.edu/pdfs/FinAid_FWSApplications.pdf) . Save the form.
2. Email your completed application to [runion@davidsonccc.edu](mailto:runion@davidsonccc.edu)
3. Optional: You may also submit a copy of your resume, cover letter, transcripts and any other information you wish to share. The supervisor may also ask you to clarify and/or supply additional information.

**—You will be notified if you are selected for an interview—**

**ID:**

WS201311

**Title:**

Administrative Assistant

**Location:**

School of Business, Engineering and Technical Studies, Davidson Campus

**About this Job:**

The School of Business, Engineering and Technical Studies, located in the Finch Building, is a very active and busy environment that is constantly in need of the support for faculty and staff. There are a wide range of activities that will challenge the work study and help that person understand the day to day business needs thus enhancing their employability skills.

**Reports to:**

Bob Sweet – Associate Dean, School of Business, Engineering and Technical Studies;  
Susan Medlin -- Instructional Support Staff, School of Business, Engineering and Technical Studies

**Works With:**

Faculty and staff of the School of Business, Engineering and Technical Studies, visiting faculty and staff, students and the general public

**General Job Duties:**

The duties may be, but not limited to, sorting and distribution of mail, coordinating copying needs of the faculty, maintaining files, both hard copies and e-copies, assisting with the processing of purchase requests and invoices, assist students and visitors with information about the school, ordering and collecting supplies for classes as needed, assisting with design and maintenance of bulletin boards, and other promotional material for the school, etc. The student will assist the Instructional Support Staff person with the daily needs of the faculty and staff of the School of Business, Engineering and Technical Studies. These needs may be, but not limited to, sorting and distribution of mail, coordinating copying needs of the faculty, maintaining files, both hard copies and e-copies, assisting with the processing of purchase requests and invoices, assist students and visitors with information about the school, ordering and collecting supplies for classes as needed, assisting with design and maintenance of bulletin boards, and other promotional material for the school, etc.

**Equipment/Tools Used:**

Computer, copier, fax, any other office equipment

**Knowledge/Educational Requirements:**

Working toward an AAS degree with the ability to function in a general office setting and being courteous and helpful to visiting members of the college community and the general public.

**How to Apply:**

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2. Email your completed application to [rgsweet@davidsonccc.edu](mailto:rgsweet@davidsonccc.edu)
3. Optional: You may also submit a copy of your resume, cover letter, transcripts and any other information you wish to share. The supervisor may also ask you to clarify and/or supply additional information.

**—You will be notified if you are selected for an interview—**

**ID:**

WS201312

**Title:**

Enrollment Services Assistant

**Location:**

Enrollment Services, Mendenhall Building, Davidson Campus

**About this Job:**

The Enrollment Services Assistant will take part in clerical/administrative tasks. The student worker will be coached accordingly to identify and respond to certain tasks that are higher in priority (check to see if mailings need to be prepared prior to filing paperwork). The student will be trained to work with the computer to assist with various projects to gain valuable experience with Microsoft Word, Excel programs. Additional training will also allow the student to become acquainted with scanning documents into imaging software.

The fully trained student worker may also benefit from front desk experiences enhancing social skills while helping other students. The Enrollment Services position will combine both technical tasks and social skills to enhance customer service and problem resolution.

**Reports to:**

Ronald Adams – Financial Aid Compliance Officer

**Works With:**

Enrollment Center Staff

**General Job Duties:**

The primary duties to perform will include mailings to students, preparing student packets (enrollment, Direct Loan, etc.), and assisting with major projects pertaining to Enrollment Services. Additional duties may involve scanning documents, filing, shredding, and front desk coverage.

**Equipment/Tools Used:**

Computer, copier, scanner, fax, shredder, other office equipment as applicable

**Knowledge/Educational Requirements:**

The Federal Work Study recipient is provided with the opportunity to establish professional etiquette to include: team work among colleagues, development of work habits (prioritize tasks), and fine tune social skills/leadership through a combination of customer service and initiative.

**How to Apply:**

1. Students should download and complete the Work Study Employment Application located at: [http://www.davidsonccc.edu/pdfs/FinAid\\_FWSApplications.pdf](http://www.davidsonccc.edu/pdfs/FinAid_FWSApplications.pdf) . Save the form.
2. Email your completed application to [rwadams@davidsonccc.edu](mailto:rwadams@davidsonccc.edu)
3. Optional: You may also submit a copy of your resume, cover letter, transcripts and any other information you wish to share. The supervisor may also ask you to clarify and/or supply additional information.

**—You will be notified if you are selected for an interview—**

**ID:**

WS201313

**Title:**

Fitness Center Assistant

**Location:**

Davie Campus Fitness Center

**About this Job:**

This is a great opportunity for the student to interact with staff, faculty and other students. The environment will help students develop customer service skills as well as leadership skills. Enforcing rules and regulations of the center and being able to explain equip use helps student develop his leadership and instructional skills. The student will be working in the College's fitness center. There are three areas of workforce skills focus in this position:

***Independent Skills:***

- Managing Time
- Accepting Supervision as needed
- Balancing classes, work, and personal life
- Prioritizing

***Leadership Skills:***

- Serving as a role model for the College
- Explaining work place policies and regulations to other students

***Teamwork Skills:***

- Working and collaborating with others
- Interacting with staff and students appropriately

**Reports to:**

Rita Mathews, Director of Student Services

**Works With:**

Faculty/staff and students

**General Job Duties:**

Fitness Center Assistant is responsible for enforcing the rules and regulations of the fitness center. The Fitness Assistant is responsible for monitoring the fitness center and all the participants. They must learn how to correctly use equipment and be able to instruct others on the proper use of equipment when needed. They will also be required to clean equipment and practice good customer service.

**Equipment/Tools Used:**

There will be several types of fitness equipment the student will use which the student will be trained on how to use.

**Knowledge/Educational Requirements:**

There is no prior experience required for the position; however, experience is a plus.

**How to Apply:**

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2. Email your completed application to [rmathe@davidsonccc.edu](mailto:rmathe@davidsonccc.edu)
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**—You will be notified if you are selected for an interview—**

**ID:**  
WS201314

**Title:**  
Emergency Medical Sciences Work Study

**Location:**  
Health, Wellness & Public Safety – Davidson Campus

**About this Job:**  
This student will experience additional hands on exposure with equipment and supplies utilized in pre-hospital care and have a better understanding of logistical challenges in regards to maintaining equipment and supplies in a constant state of readiness in order to provide a positive lab experience. These challenges also relate to real world demands of Emergency Services Providers.

**Reports to:**  
Hank Stowe – Faculty, Emergency Medical Services;  
Kelly Forrest – Faculty, Emergency Medical Services

**Works With:**  
This individual will primarily work with the Emergency Medical Sciences faculty but will also interact with other faculty, staff, students and the general public as required.

**General Job Duties:**  
This individual will have the opportunity to assist in multiple areas of the Emergency Medical Sciences Program

- Assist with lab preparation – This activity is labor intensive resulting from the frequency of labs scheduled for the first and second year students
- Assist with equipment and supply accountability, inventory and assuring equipment is functional.
- Assist with preparing for the required Committee on Accreditation of Educational Programs accreditation process that will be ongoing over the next couple of years
- Assist with lab preparation for the first and second year students
- Assist with Ongoing equipment and supply inventory
- Assist with equipment maintenance and assurance that equipment is functional and maintained in a state of readiness
- Assist faculty and staff with ongoing preparations for Committee on Accreditation of Educational Programs accreditation process
- Assist faculty and staff with special projects
- Administrative office assistance

**Equipment/Tools Used:**  
General office equipment use- computer, copier, fax machine etc.

**Knowledge/Educational Requirements:**  
This individual should be familiar with and have a general understanding of the Emergency Medical Sciences Curriculum and other areas served by the School of Health, Wellness and Public Safety.

**How to Apply:**

1. Students should download and complete the Work Study Employment Application located at: [http://www.davidsonccc.edu/pdfs/FinAid\\_FWSApplications.pdf](http://www.davidsonccc.edu/pdfs/FinAid_FWSApplications.pdf) . Save the form.
2. Email your completed application to [hgstowe@davidsonccc.edu](mailto:hgstowe@davidsonccc.edu) or [kforrest@davidsonccc.edu](mailto:kforrest@davidsonccc.edu)
3. Optional: You may also submit a copy of your resume, cover letter, transcripts and any other information you wish to share. The supervisor may also ask you to clarify and/or supply additional information.

**—You will be notified if you are selected for an interview—**

**ID:**

WS201315

**Title:**

Anatomy & Physiology Work Study

**Location:**

Davidson Campus

**About this Job:**

The student will gain experience working with faculty, and also with students. They will learn about grading tests & keeping track of information such as grades and attendance. The work study student will be responsible for posting grades on Moodle, keeping track of attendance, and possibly supervising students during open study time in lab.

**Reports to:**

Alison Pearce – Faculty, Biology

**Works With:**

Faculty & Staff

**General Job Duties:**

Posting grades on Moodle, making copies, supervising students in open lab

**Equipment/Tools Used:**

Moodle, scantron machine, copier

**Knowledge/Educational Requirements:**

Student must have taken Bio 165 & 166, or Bio 163.

**How to Apply:**

1. Students should download and complete the Work Study Employment Application located at: [http://www.davidsonccc.edu/pdfs/FinAid\\_FWSApplications.pdf](http://www.davidsonccc.edu/pdfs/FinAid_FWSApplications.pdf). Save the form.
2. Email your completed application to [atpearce@davidsonccc.edu](mailto:atpearce@davidsonccc.edu)
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**—You will be notified if you are selected for an interview—**

**ID:**

WS201316

**Title:**

Computer Lab Assistant

**Location:**

Sinclair Building, Davidson Campus

**About this Job:**

Utilizing state-of-the-art Advertising and Graphic Design software and hardware to assist students, staff and faculty this environment provides a real-world experiential learning environment.

Our computer lab facility rivals those of major state universities in capability and relevance to industry requirements.

**Reports to:**

Carl Shatley – Faculty, Advertising & Graphic Design

**Works With:**

Students, faculty/staff.

**General Job Duties:**

- Provide assistance on-demand with Adobe Creative Suites software and help students with the operation of related computer equipment.
- Assist students with various projects and troubleshoot software and hardware issues as they occur. Provide guidance and limited direction/critique of graphic design projects.
- Create educational aids and display items for a variety of presentations and events related to the Advertising & Graphic Design program.
- Interact with the Lab customers in a positive and proactive manner when required.
- Demonstrate exceptional customer service/client interaction skills to prepare oneself for the professional world of Advertising & Graphic Design. Exude excellence at all times in any interaction with students and have a positive, can-do attitude while assisting Lab clientele.

*View the Lab experience as a learning and professional practice opportunity.*

- Assisting students with a variety of tasks in the computer lab (Customer Service/Client interaction skills).
- Helping students with industry specific software (working with Adobe Creative Suites 5-Graphic Design skills to prepare for the actual agency environment).
- Produce various educational aids and materials for presentations (creation of portfolio pieces).

**Equipment/Tools Used:**

Macintosh Computers, PCs, Color Printers, Digital Camera, Projector, Adobe Creative Suites software package (Illustrator, Photoshop, InDesign), Windows software, Copier

**Knowledge/Educational Requirements:**

*Course work in:*

Computer Graphics (Adobe Creative Suites software), Typography, Digital Photography, Design, Drawing

Ability to operate Macintosh Computers, Digital Camera, Projector, Scanner, Printer and other equipment found in a typical Design studio environment.

**How to Apply:**

1. Students should download and complete the Work Study Employment Application located at: [http://www.davidsonccc.edu/pdfs/FinAid\\_FWSApplications.pdf](http://www.davidsonccc.edu/pdfs/FinAid_FWSApplications.pdf). Save the form.
2. Email your completed application to [cshatley@davidsonccc.edu](mailto:cshatley@davidsonccc.edu)
3. Optional: You may also submit a copy of your resume, cover letter, transcripts and any other information you wish to share. The supervisor may also ask you to clarify and/or supply additional information.

**—You will be notified if you are selected for an interview—**

**ID:**

WS201317

**Title:**

Library Assistant

**Location:**

Library Circulation & Technical Services, LRC, Davidson Campus

**About this Job:**

The Library offers a learning environment where the student will be exposed to many learning tools. There are a variety of tasks to be performed, so the student will have a good variety of work experiences. This student's experience will hopefully in turn prompt them to encourage their friends and classmates to use the library and its services.

The student will learn the importance of paying close attention to detail by displaying competence in filing and shelving materials. The student will learn how to multi-task by being able to move from task to task as priorities change from helping out at Circulation and in Technical Services. The student will get to know the library staff and learn to work effectively with them in a team effort to support the functions of the library.

**Reports to:**

Lynn Klopp – Technician, Library Technical Services

**Works With:**

Faculty, staff and library patrons.

**General Job Duties:**

Assist in the Technical Services area with periodicals duties such as shelving magazines and newspapers, filing old issues in alphabetical and subsequently chronological order. Also assist with processing duties such as barcoding; security stripping; typing labels; and attaching date-due slips, protective covers, labels, etc. to new items.

As well as:

- Entering patron information into the Library's automated system (Horizon)
- Check-in & check-out circulating materials
- Collecting fines, documenting information and giving change from money drawer
- Shelving materials using the Dewey Decimal System
- Answering and routing phone calls
- Wiping down laptop computers and AV equipment
- Shredding documents
- Other circulation duties as assigned

We prefer someone willing to work 3 hours a day, Monday-Thursday, preferably in the morning or early afternoon. The student needs to be physically able to push carts of materials and be able to stoop and bend to reach high and low shelves.

**Equipment/Tools Used:**

Horizon Library System, Microsoft Word, Dewey Decimal System, Copier, Shredder

**Knowledge/Educational Requirements:**

- Basic computer skills & proficiency in keyboarding
- Ability to follow instructions and pay close attention to detail
- Ability to file alphabetically & chronologically
- Knowledge of business math with the ability to follow through a check system for collecting fines money and giving change
- Ability to work with patrons in a professional manner and with good communication skills
- Knowledge of using a database such as Access is helpful, but not required

**How to Apply:**

1. Students should download and complete the Work Study Employment Application located at: [http://www.davidsonccc.edu/pdfs/FinAid\\_FWSApplications.pdf](http://www.davidsonccc.edu/pdfs/FinAid_FWSApplications.pdf). Save the form.
2. Email your completed application to [lklopp@davidsonccc.edu](mailto:lklopp@davidsonccc.edu)

3. Optional: You may also submit a copy of your resume, cover letter, transcripts and any other information you wish to share. The supervisor may also ask you to clarify and/or supply additional information.

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