**Job Title:** Academic Advising Assistant

**Classification:** Federal Work Study

**Department:** Academic Advising and Transfer Services

**Office Location:** ADM 1204

**Supervisor:** Jennifer Lansdowne

**Phone Number:** 636-922-8477

**Duties/Responsibilities:** Helping peers view course schedule, responding to student inquiries, assisting with scanning, returning telephone messages. Student will be assigned various projects and reports from staff.

**Qualifications/Requirements:** Student must be detail-oriented, reliable, and knowledgeable of department and college policies.

**Hours/Work Schedule:** Part-time not to exceed 19 hours per week. Hours may not conflict with scheduled class times.

**Job Title:** Academic ESL Student Assistant

**Classification:** Federal Work Study

**Department:** Academic ESL/English Language Institute

**Office Location:** HUM 203

**Supervisor:** Dr. Dawn K. Huffman

**Phone Number:** 636-922-8574

**Duties/Responsibilities:** The student assistant will help with promotion of the program, which may include posters, e-mail replies, newsletters/course guides, social media, and even visits to other sites with the ESL Chair. The student may also help with orientation of new students and assist at international/ESL student activities and meetings, especially those that are a part of the ESL 115 lab course.

**Qualifications/Requirements:** The candidate should possess excellent speaking and writing skills. Good organizational and computer skills are required. Any prospective student assistant should enjoy interacting with others. Interest in other cultures, graphic art, international business, or international education would be a plus, as would familiarity with the English Language Institute at SCC. Grades of B or better in upper level ESL and/or English courses desired. The student must be reliable as indicated by recommendations from teachers/employers.

**Hours/Work Schedule:** Part-time not to exceed 19 hours per week. Hours may not conflict with scheduled class times.

**Job Title:** Accounting Lab Tutor

**Classification:** Federal Work Study

**Department:** Accounting/ Business Administration

**Office Location:** Technology Building room 205C

**Supervisor:** Anna Boulware

**Phone Number:** 636-922-8328

**Duties/Responsibilities:** Student is responsible to monitoring the open accounting lab and tutoring students in accounting

**Qualifications/Requirements:** Student must have completed both Financial Accounting and Computerized/Managerial Accounting classes

**Hours/Work Schedule:** Part-time not to exceed 19 hours per week. Hours may not conflict with scheduled class times.

**Job Title:** Enrollment Services – Admissions Assistant / Tour Guide

**Classification:** Federal Work-Study

**Department:** Enrollment Services - Admissions

**Office Location:** ADM 1113

**Supervisor:** Rachael Ragsdale

**Phone Number:** 636-922-8600

**Duties/Responsibilities:** Student will be assisting with campus tours and special events hosted at SCC. Filing, data entry, responding to student inquiries, and assisting with registration and financial aid questions.

**Qualifications/Requirements:** Student must have strong communication skills, detail-oriented, reliable, and knowledgeable of department and college policies.

**Hours/Work Schedule:** Part-time not to exceed 19 hours per week. Hours may not conflict with scheduled class times.

**Job Title:** CDC Assistant & America Reads

**Classification:** Work Study

**Department:** Child Development Center

**Office Location:** CDC

**Supervisor:** Katherine Mawer

**Phone Number:** 636-922-8423

**Duties/Responsibilities:** Help wherever needed around CDC. Kitchen help with preparing snack, delivering snack, and washing dishes. Teacher help: laundry, sanitizing, copies, cutting, or preparation for activities. Read to children at least 2 hours per week.

**Qualifications/Requirements:** Background screening with the Missouri Family Safety Care Registry. Prefer a student with past experience working with children.

**Hours/Work Schedule:** Part-time not to exceed 19 hours per week. Hours may not conflict with scheduled class times.

**Job Title:** Disability Support Services Assistant

**Classification:** Federal Work Study

**Department:** Disability Support Services

**Office Location:** SC 133

**Supervisor:** Paige George

**Phone Number:** 636-922-8247

**Duties/Responsibilities:** Greet students and assist with electronic check-in, give limited directions, and answer general questions about services. Help with the monitoring and scheduling of exams.

**Qualifications/Requirements:** Ability to offer excellent customer service in person and on the phone, basic computer skills and ability to work in a team. Dependable and able to maintain confidential records.

**Hours/Work Schedule:** Part-time not to exceed 19 hours per week. Hours are flexible and will vary depending on need. Possible office hours needing coverage (Monday 8:30-4:30, Tuesday 8:30-4:30, Wednesday 8:30-5:00, Thursday 8:30-7:00) Will work around school schedule.

**Job Title:** Enrollment Services/Financial Aid

**Classification:** Federal Work-Study

**Department:** Enrollment Services - Financial Assistance

**Office Location:** ADM 1204

**Supervisor:** Kelly Merrifield

**Phone Number:** 636.922.8235

**Duties/Responsibilities:**

Electronic filing, data entry, pulling voicemails and scanning confidential documents. Assist potential and current students with accessing the online application for admissions, FA Checklist, Student Self-Service, Degree Audits etc. Various projects and repots may be assigned intermittently throughout the semesters as well.

This position also participates in the America Reads program and will include hours reading to children at the campus Child Development Center.

**Qualifications/Requirements:** Ability to offer excellent customer service in person and on the phone, basic computer skills and ability to work in a team. Dependable and able to maintain confidential records.

**Job Title:** Work-Study – Groundskeeper

**Classification:** Federal Work Study

**Department:** Grounds

**Office Location:** CS – Ground Shop 123

**Supervisor:** Todd Clements

**Phone Number:** 636-922-8480

**Duties/Responsibilities:** Student will assist the Grounds Department with various seasonal tasks and projects in the overall beautification of campus. Weeding, plantings, trash removal, leaf removal, mulching, event set-up, holiday light displays, snow shoveling, and general shop maintenance and organization.

**Qualifications/Requirements:** Student must be detail-oriented, reliable, and possess a valid driver’s license. Class E license not necessary, but is required to operate motorized equipment. Student must be able to work in all types of weather.

**Hours/Work Schedule:** 19 hours per week. Part-time hours between 7:00 am – 3:00 pm.

**Job Title:** Student Library Assistant

**Classification:** Federal Work Study

**Department:** Learning Resources Center

**Office Location:** LRC 130

 **Supervisor:** Ying Li

**Phone Number:** 636-922-8438

**Job Description:** The Student Library Assistant works primarily with the circulation staff in the library. Circulation is responsible for checking material in and out, maintaining course reserves, processing MOBIUS requests and shipments, processing new material, and providing general information about the library and campus. The Student Library Assistant reports to the Public Services Manager.

**Duties and responsibilities:**

* Shelve books in correct call number order in the book stacks (including Reference)
* Shelf read book stacks for accuracy of shelving
* Maintain orderliness of the stacks (straighten shelves, push chairs into tables, etc.)
* Assist students in the stacks with locating materials
* Refer students in the stack to the Reference Desk or Circulation Desk as necessary
* Search for missing materials
* Shift materials in the stacks as assigned
* Other tasks as assigned

**Qualifications/Requirements:**

* Dependability and accuracy
* Ability to work well with others
* Shelve and shelf-read books accurately, using the Library of Congress Classification System
* Must be able to provide courteous & efficient service to library users
* Must be able to push a full book cart

**Job Title:** Work Study - Maintenance Project Assistant

**Classification:** Federal Work Study

**Department:** Maintenance

**Office Location:** Campus Services - 130

**Supervisor:** Ken Bray

**Phone Number:** 636-922-8454

**Duties/Responsibilities:** Assist Maintenance with day-to-day activities and projects including but not limited to: Event set up and tear down; hang signs, banners, and pictures; move furniture. Electrical — Assist in replacing light bulbs, light switches, ballast and receptacles. Carpentry — Assist in minor repair of furniture; replace and/or adjust doorknobs, closers, and hinges. Plumbing — Assist in rebuilding toilet and urinal flush valves; rebuild and replace faucets; replace wax rings, gaskets, toilet seats; unclog drains and toilets. HVAC — Assist in adjusting thermostats; clean coils; replace filters. Assist in performing routine and non-routine preventative maintenance. Assist with minor painting. Perform courier services on campus. Assist with snow removal.

**Qualifications/Requirements:** Student must be detail oriented, reliable, and possess a valid driver’s license. Students should be familiar with hand tools, hammers, screwdrivers, electric tools and drills, but experience is not necessary. Must be able to lift 50 lbs.

**Hours/Work Schedule:** 19 hours per week. Part-time hours between 7:00 am – 3:30 am

**Job Title:** Nursing Lab Assistant

**Classification:** Federal Work Study

**Department:** Nursing

**Office Location:** Center for Healthy Living

**Supervisor:** Jen Bussen

**Phone Number:** 636-922-8283

**Duties/Responsibilities:** Assist Nursing Lab/Sim faculty with preparing the virtual hospital for the day’s simulation, assist the faculty with running the technology during simulations, assist the faculty with stocking the labs.

This position will enhance student’s education on a variety of levels. This position will use a student’s creative abilities, organizational skills, technology skills, and interpersonal skills. All of which will develop skills necessary for success in the academic setting and beyond, regardless of degree path.

**Qualifications/Requirements:** Good with technology, organized.

**Hours/Work Schedule:** Part-time not to exceed 19 hours per week. Hours may not conflict with scheduled class times.

**Job Title:** Student Online Learning Assistant

**Classification:** Federal Work-Study

**Department:** Online Learning

**Office Location:** ADM 3103

**Supervisor:** Andrea Compton

**Phone Number:** 636-922-8321

**Duties/Responsibilities:** The Student Online Learning Assistant works primarily with the Director of Online Learning and will assist the instructional designer and LMS specialist as needed. The Online Learning Department is responsible for troubleshooting Canvas issues for faculty, training faculty for Canvas tools, instructional technology, and online course design. They also assist faculty with designing online and hybrid courses to meet quality standards and using successful online design practice and pedagogy. The Student Online Learning Assistant will report to the Director of Online Learning.

•Assist Director of Online Learning with administrative tasks

•Maintain database of online faculty and approved online courses

•Assist with basic questions about using Canvas

•Assist LMS Specialist with Canvas tasks

•Assist instructional designer with appointments and administrative tasks

•Other tasks as assigned

**Qualifications/Requirements:** Dependability and accuracy; Ability to work well with others Microsoft Office 2016/365 experience; Canvas experience; Web design and digital media experience is a plus.

**Hours/Work Schedule:** Part-time not to exceed 19 hours per week. Hours may not conflict with scheduled class times.

**Job Title:** Work-Study – Payroll/Financial Services

**Classification:** Federal Work-Study

**Department:** Financial Services

**Office Location:** ADM - 3109

**Supervisor:** Trish Orf

**Phone Number:** 636-922-8656

**Duties/Responsibilities:** Assist with filing of time sheets, absence forms, pay documents, assignment loads, paid invoices, cash receipts, journal entries, archiving of information, and other general duties.

**Qualifications/Requirements:** No specific requirements

**Hours/Work Schedule:** 19 hours per week, work hours to be determined based on student schedule

**Job Title:** Work-Study – Student Activities

**Classification:** Federal Work-Study

**Department:** Student Activities

**Office Location:** College Center – Suite 102

**Supervisor:** Rachael Ragsdale

**Phone Number:** 636-922-8600

**Duties/Responsibilities:** As a student activities work study, you are responsible for assisting the Student Activities Manager with the daily operations of the office. Primary duties include covering the front desk, greeting and assisting students, faculty and staff with student activities requests, answering incoming phone calls, doing weekly campus postings and helping at student activities events.

**Qualifications/Requirements:** Strong communication and social skills

**Hours/Work Schedule:** 19 hours per week, schedule can vary depending office needs and student’s course schedule. (Fall/Spring) M-Th: 8 a.m. - 6:30 p.m., F: 8 a.m. - 4:30 p.m.(Summer) M-F: 8 a.m. - 4:30 p.m. Hours may not conflict with scheduled class times.

**Job Title:** Work Study – Student Life

**Classification:** Work Study

**Department:** Student Life

**Office Location:** Administration Building - 1123

**Supervisor:** Teresa Drury

**Phone Number:** 636-922-8536

**Duties/Responsibilities:** Maintain appropriate data and generate reports, filing, respond to student inquiries, run errands on campus as needed, ability to provide clerical assistance. Cover office to maintain availability for students. Make appointments for case manager and mental health counselor. Perform other job-related duties as assigned.

**Qualifications/Requirements:** Student must be detail-oriented, reliable, and knowledgeable of department and college policies.

**Hours/Work Schedule:** Part-time not to exceed 19 hours per week. Hours may not conflict with scheduled class times.

**Job Title:** Work Study – Computer Labs/Help Desk Assistant

**Classification:** Work Study

**Department:** Technology Support

**Office Location:** Learning Resources Center - 146

**Supervisor:** Sam J. Imperiale

**Phone Number:** 636-922-8378

**Duties/Responsibilities:** • Assist students with questions pertaining to the computers, printers, software in the lab, and homework assigned. • Maintain printers, such as changing toner cartridges, adding paper, and resolving printer jams. • Inform Help Desk Manager when supplies are needed. • Monitor students’ desktop activity through software monitoring and report inappropriate behavior as per SCC Computer Conduct Policy. • Create Help Desk tickets for software/hardware problems in lab.• Keep lab organized and neat (cleaning off keyboards, mice, keeping chairs pushed in, and making sure no food or drink are allowed at computer).• Assist with administrative tasks as needed.• Student workers may be cross-trained to work at the Help Desk and assist students, faculty, and staff with technology issues. • Students working at the Help Desk will receive additional training in basic IT skills.

**Qualifications/Requirements:** Microsoft Applications class credit or equivalent work experience using MS Office. Highly motivated to learn and help others. The ability to work independently.

**Hours/Work Schedule:** 19 hours per week. Monday—Thursday 7:30 am to 9:00 pm. Fridays 7:30 am to 4:30 pm. Saturdays 9:00 am to 3:00 pm. Flexible shifts up to 19 hours per week. Hours may not conflict with scheduled class times.

**Job Title:** Lab Monitor Assistant

**Classification:** Federal Work Study

**Department:** Visual Arts

**Office Location:** Visual Arts Building (VAB) Office D, Saint Charles Community College, 4601 Mid Rivers Mall Dr., Cottleville, MO 63376

**Supervisor:** Ryan Bredlau

**Phone Number:** 636-922-8525 ex. 8402

**Duties/Responsibilities:** Lab Monitors are to assist in watching over the visual arts studio spaces during open studio hours and upholding safety rules in the studio spaces for students in the art and graphic design programs. They are responsible for ensuring that students have exited studio spaces after open studio hours and work closely with the Department of Public Safety (DPS) for opening and locking studio spaces, and if any emergencies may occur.

**Community Service Requirement:** All students employed under the Federal Work Study program must contribute toward the Dept. of Education’s mandate that 7% of FWS funds be used for community service jobs. Students are required to participate in hours that serve the community, based on recommendations given by the Work-Study Coordinator.

**Qualifications/Requirements:** GED is required. Must be a St. Charles Community College Student that is qualified for the Federal Work Study Program. Visual arts majors are preferred but not required.

**Hours/Work Schedule:** Part-time not to exceed 19 hours per week. Hours may not conflict with scheduled class times.