**Job Title:** Academic Advising

**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:** 15 hours per week.

**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, approximately 5 hrs. per week. Availability should be during the following times: 12:45 to 1:45 p.m. M/W, 10 to 11:00 a.m. M/W, 9 to 10 a.m. T/TH, Friday mornings, and occasional weekdays/weeknight/weekends to be determined. Student must also commit to an orientation with the ESL Chair. Summer hours may vary.

**Job Title:** Accounting Lab Tutor

**Classification:** Federal Work Study

**Department:** Accounting/ Business Administration

**Office Location:** Technology Building room 203

**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:** 10-12 hours per week

**Job Title:** Admissions Assistant / Tour Guide

**Classification:** Federal Work-Study

**Department:** Admissions & Recruitment

**Office Location:** ADM 1113

**Supervisor:** Kelli Lile

**Phone Number:** 636-922-8226

**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 hrs. per week.

**Job Title:** Career Services

**Classification:** Federal Work Study

**Department:** Career Services

**Office Location:** ADM 1204

**Supervisor:** Jenny Hahn Schnipper

**Phone Number:** 636-922-8244

**Duties/Responsibilities:** The Career Services assistant will assist the Career Services staff with projects, promotion of events, contacting students, and general office work. This individual will also assist the dual credit program with mailings on an as-needed basis.

**Qualifications/Requirements:** Familiar with Microsoft Word and Excel, customer service skills, and ability to complete projects independently.

**Hours/Work Schedule:** 8-10 hours per week, flexible schedule

**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:** 10 hours per week.

**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:** Diversity & Inclusion Student Connector

**Classification:** Federal Work-Study

**Department:** HR-Diversity & Compliance Office

**Office Location:** ADM 1242

**Supervisor:** Martha Garcia Kampen, Chief Diversity & Compliance Officer

**Phone Number:** 636-922-8654

**Duties/Responsibilities:** The Student Diversity Connector will help with promotion and communication of diversity & inclusion projects, events, activities. This may include distribution of posters, social media posting and other forms of communications including presentations/attendance at SGA and other student campus organizations. The student may also assist at the BRIDGE Committee meetings, campus student activities and other events.

**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 and meeting others, with a positive interest in and acceptance of other cultures. A student of communications, global studies, foreign language, social studies, psychology, international business, graphic art, or international education would be a great fit. Grades of B or better in English courses desired. The student must be reliable as indicated by recommendations from teachers/employers.

**Hours/Work Schedule:** 9-12 hrs. per week. Schedule is flexible.

 **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.

**Hours/Work Schedule:** Part-time not to exceed 19 hrs. per week.

**Job Title:** Work-Study – Grounds Keeper

**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:** Part-time hours not to exceed 19 hrs. per week. Availability between 7:00 am – 3:00 pm.

**Job Title:** Work Study – Human Resources

**Classification:** Work Study

**Department:** Human Resources

**Office Location:** ADM 1242

**Supervisor:** Director of Human Resources

**Phone Number:** 636-922-8593

**Duties/Responsibilities:** Student will assist with general office duties including copying, filing, making new hire packets and other duties/projects as assigned.

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

**Hours/Work Schedule:** Part time hours not to exceed 19 hours per week.

**Job Title:** Research Assistant

**Classification:** Federal Work Study – Research Assistant

**Department:** Institutional Research

**Office Location:** SSB 2104C

**Supervisor:** Dr. Chris Hubbard Jackson

**Phone Number:** 636-922-8271

**Duties/Responsibilities:** The Research Assistant (RA) for the Department of Institutional Research (IR) will serve in an administrative assistant capacity, including scanning, typing, filing, archiving, and organizing. The RA will assist with survey administration, survey results entry, and survey results summarization. The RA will also proofread, edit, and update publications. The RA will research and gather information on topics as assigned.

**Qualifications/Requirements:** Proficient with Microsoft Office Suite, including Word, Excel, and PowerPoint. Experience with office equipment such as copier, printer, scanner, etc. Must possess an excellent attention to detail, a great ability to identify errors, the ability to multitask, and work independently. Must maintain confidentiality of information.

**Hours/Work Schedule:** Mon – Thurs 8a-4p (Will work around class schedule). Approximately 19 hours per week.

**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 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 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
* Perform other clerical work 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 service to library users in a courteous, efficient manner
* Must be able to push a full book cart

**Hours/Work Schedule:** 10 hours per week

**Job Title:** 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:** Part-time hours not to exceed 19 hrs. per week. Available hours between 7:00 am – 3:30 pm.

**Job Title:** Marketing and Communications Student Assistant

**Classification:** Federal Work-Study

**Department:** Marketing and Communications

**Office Location:** ADM 1121

**Supervisor:** Kayse Larkin

**Phone Number:** 8364

**Duties/Responsibilities:** Distribute Chuck on Mondays; aid in social media efforts; help out at campus events like SOAR, Spring Fling, etc.; scan in model release forms; deliver finished materials to clients; and provide administrative support to the Office of Marketing and Communications. Depending on skill set, help with photography, design, testimonial writing, etc.

**Qualifications/Requirements:** A student pursing a degree in marketing, communications, public relations, graphic design, photography, business or something similar (preferred). Ability to get across campus to distribute materials.

**Hours/Work Schedule:** 10-15 per week

**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.

**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 instructional technology specialist as needed. Main duties will be in creating and editing media using the Adobe CC suite, primarily Photoshop, Illustrator, and After Effects. The Online and E-Learning Department is responsible for troubleshooting Canvas issues for faculty, training faculty for Canvas tools, instructional technology tools, course design, and producing faculty instructional videos. 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

•Assist OEL staff with media editing and creation using the Adobe Create Cloud software

•Assist with basic Canvas questions and tasks

•Assist instructional designer and videographer when needed with video projects/shoots

•Other tasks as assigned

**Qualifications/Requirements:** Dependability and accuracy; Ability to work well with others, Adobe CC experience (especially Photoshop, Illustrator, After Effects, and Premiere), Microsoft Office 2016/365 experience; Canvas experience; Web design experience is a plus.

**Hours/Work Schedule:** 10-15 hours per week

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

**Classification:** Federal Work-Study

**Department:** Financial Services

**Office Location:** ADM - 3109

**Supervisor:** Barb Fuerst

**Phone Number:** 636-922-8363

**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:** Approximately 10-15 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:** Part time not to exceed 19 hrs. 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.

**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:** 10-12 hrs. per week.

**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:** Flexible shifts up to 19 hours per week. Hours may not conflict with scheduled class times. Availability 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.

**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.