

## Federal Work Study Position Description

**Purpose/Role within Organization:** *The Federal Work Study program offers part-time employment opportunities to eligible students, as determined by FAFSA results. FWS jobs should, to the maximum extent possible, complement and reinforce a student's educational program or career goals.*

**Job Title:** Accounting Tutor

**Classification:** Federal Work-Study

**Department:** ACE Tutoring Center

**Office Location:** 3SL - Schnare Library

**Supervisor:** Andrew Sippie

**Phone Number:** 636-922-8549

**Duties/Responsibilities:** Tutor students who are taking accounting courses at SCC in one-on-one and small group settings. Accounting tutor should be able to assist any student accounting assignments across the curriculum. Student is responsible for monitoring the open accounting lab as well. Other duties may include helping students with study skills, technology, and time management. Must be able to work independently and as a team member. Commitment to your work schedule is crucial. They must attend mandatory orientation and training sessions.

**Qualifications/Requirements:** Student must be a current SCC student and eligible for the Federal Work Study program. Student must have successfully completed both Financial Accounting and Computerized/Managerial Accounting classes and be recommended in writing by the chair of the accounting department.

**Hours/Work Schedule:** Work hours must not interfere with student's academic course schedule. Mostly weekdays, potentially early evenings, dependent on student class schedule and accounting lab availability. 19 hrs. maximum per week. Tutors will have a set schedule for the semester.

**Evaluation Procedures:** Final grades will be evaluated at the end of each term. Students not meeting Satisfactory Academic Progress will lose eligibility to participate in the Federal Work-Study Program.

**Evaluation Schedule:** The end of each term.

**Length of Employment:** Renewal of the position for subsequent semesters will depend upon Satisfactory Academic Progress and the availability of program funds.

**Rate of Pay:** \$15.00/hour

**Procedures Determining Rates of Pay:** Rates of pay are determined by the SCC Board of Trustees.

**Date:** 7/1/2022

## Federal Work Study Position Description

**Purpose/Role within Organization:** *The Federal Work Study program offers part-time employment opportunities to eligible students, as determined by FAFSA results. FWS jobs should, to the maximum extent possible, complement and reinforce a student's educational program or career goals.*

**Job Title:** Peer Tutor Math

**Classification:** Federal Work-Study

**Department:** ACE Tutoring

**Office Location:** 3SL - Schnare Library

**Supervisor:** Andrew Sippie

**Phone Number:** 636-922-8549

**Duties/Responsibilities:** include the following: The student assistant should be able to assist any student up through college algebra; those who can help students with trigonometry, calculus, and/or statistics are needed. Other duties may include helping students with study skills, technology, and time management. Must be able to work independently and as a team member. Commitment to your work schedule is crucial. Other duties may be assigned.

**Qualifications/Requirements:** Must be a current student enrolled in a minimum of 6 credit hours. Math tutors must have taken College Algebra or higher-level math at SCC and received a grade of "B" or better. Must have a

referral form completed by an SCC math faculty member. This form can be acquired from the ACE Tutoring Center. Must attend a mandatory orientation and training sessions.

**Hours/Work Schedule:** Work hours must not interfere with student's academic course schedule. 10-15 per week. Tutors will have a set schedule for the semester but will vary from semester to semester based on availability.

**Evaluation Procedures:** Final grades will be evaluated at the end of each term. Students not meeting Satisfactory Academic Progress will lose eligibility to participate in the Federal Work-Study Program.

**Evaluation Schedule:** The end of each term.

**Length of Employment:** Renewal of the position for subsequent semesters will depend upon Satisfactory Academic Progress and the availability of program funds.

**Rate of Pay:** \$15.00/hour

**Procedures Determining Rates of Pay:** Rates of pay are determined by the SCC Board of Trustees.

**Date:** 7/1/2022

## Federal Work Study Position Description

**Purpose/Role within Organization:** *The Federal Work Study program offers part-time employment opportunities to eligible students, as determined by FAFSA results. FWS jobs should, to the maximum extent possible, complement and reinforce a student's educational program or career goals.*

**Job Title:** Writing Tutor

**Classification:** Federal Work-Study

**Department:** ACE Tutoring Center

**Office Location:** 3SL - Schnare Library

**Supervisor:** Andrew Sippie

**Phone Number:** 636-922-8549

**Duties/Responsibilities:** Tutor students who are taking courses at SCC in one-on-one settings. Writing tutors should be able to assist any student writing assignments across the curriculum. To assist with writing, the prospective tutor must have taken ENG 102 at SCC and received a grade of "B" or better. Other duties may include helping students with study skills, technology, and time management. Must be able to work independently and as a team member. Commitment to your work schedule is crucial. They must attend mandatory orientation and training sessions.

**Qualifications/Requirements:** Prospective tutors must be currently enrolled in at least 6 credit hours at SCC. They must have a referral form

completed by a SCC faculty member they have had for the highest-level ENG or LIT class.

**Hours/Work Schedule:** Work hours must not interfere with student's academic course schedule. 10-15 per week. Tutors will have a set schedule for the semester.

**Evaluation Procedures:** Final grades will be evaluated at the end of each term. Students not meeting Satisfactory Academic Progress will lose eligibility to participate in the Federal Work-Study Program.

**Evaluation Schedule:** The end of each term.

**Length of Employment:** Renewal of the position for subsequent semesters will depend upon Satisfactory Academic Progress and the availability of program funds.

**Rate of Pay:** \$15.00/hour

**Procedures Determining Rates of Pay:** Rates of pay are determined by the SCC Board of Trustees.

**Date:** 7/1/2022

## **Federal Work Study Position Description**

**Purpose/Role within Organization:** *The Federal Work Study program offers part-time employment opportunities to eligible students, as determined by FAFSA results. FWS jobs should, to the maximum extent possible, complement and reinforce a student's educational program or career goals.*

**Job Title:** FWS Student Assistant – Front Desk Assistant: Fitness Center

**Classification:** Federal Work-Study

**Department:** Athletics

**Office Location:** Recreation Center

**Supervisor:** Dr. Kristen Drummond

**Phone Number:** 636-922-8211

**Duties/Responsibilities:** Work all scheduled shifts, with strict attention to being on time. Conduct ID, waiver, and membership check of all gymnasium/fitness center participants. Clean and “wipe down” all equipment and floors on a regular basis as scheduled with documentation. Follow documented procedures in emergency situations. Inform students and staff of current Recreation Center rules. Maintain supply levels of towels and cleaner in the Recreation Center. Record completed tasks in cleaning ledger. Record work hours in the employee ledger. Follow opening and closing procedures as written. Provide a friendly, upbeat customer service environment at all times. Attend all staff meeting.

**Qualifications/Requirements:** Must be a current SCC student enrolled in a minimum of 6 credit hours. Ability to demonstrate a welcoming and smiling demeanor. Ability to communicate effectively. Attention to professionalism. Ability to maintain confidentiality.

**Hours/Work Schedule:** Work hours must not interfere with student's academic course schedule. PT – not to exceed 19 hours per week. Possible shifts: Monday - Thursday 4:00-8:00pm. Time availability may change from semester to semester.

**Evaluation Procedures:** Final grades will be evaluated at the end of each term. Students not meeting Satisfactory Academic Progress will lose eligibility to participate in the Federal Work-Study Program.

**Evaluation Schedule:** The end of each term.

**Length of Employment:** Renewal of the position for subsequent semesters will depend upon Satisfactory Academic Progress and the availability of program funds.

**Rate of Pay:** \$15.00/hour

**Procedures Determining Rates of Pay:** Rates of pay are determined by the SCC Board of Trustees.

**Date:** 10/6/2023



## Federal Work Study Position Description

**Purpose/Role within Organization:** *The Federal Work Study program offers part-time employment opportunities to eligible students, as determined by FAFSA results. FWS jobs should, to the maximum extent possible, complement and reinforce a student's educational program or career goals.*

**Job Title:** Campus Store Clerk

**Classification:** Federal Work-Study

**Department:** Campus Store

**Office Location:** SC 211

**Supervisor:** Daniel Granzow

**Phone Number:** 636-922-8426

**Duties/Responsibilities:** Greets students and on-site visitors. Answers incoming telephone calls on multi-line phone and determines the purpose of calls and answers questions. Gives information or forward calls to appropriate person or department. Perform register transactions as well as assist students find their course materials and other merchandise on the sales floor. Assist with receiving and stocking textbooks and sales floor merchandise.

**Qualifications/Requirements:** Must be currently enrolled student. Must demonstrate a welcoming and smiling demeanor and be able to communicate

clearly and effectively. Must possess attention to detail and be able to maintain confidentiality.

**Hours/Work Schedule:** Work hours must not interfere with student's 5pm Monday – Friday with an occasional Saturday. Store hours are 8am to

**Evaluation Procedures:** Final grades will be evaluated at the end of each term. Students not meeting Satisfactory Academic Progress will lose eligibility to participate in the Federal Work-Study Program.

**Evaluation Schedule:** The end of each term.

**Length of Employment:** Renewal of the position for subsequent semesters will depend upon Satisfactory Academic Progress and the availability of program funds.

**Rate of Pay:** \$15.00/hour

**Procedures Determining Rates of Pay:** Rates of pay are determined by the SCC Board of Trustees.

**Date:** 7/1/2022

## Federal Work Study Position Description

**Purpose/Role within Organization:** *The Federal Work Study program offers part-time employment opportunities to eligible students, as determined by FAFSA results. FWS jobs should, to the maximum extent possible, complement and reinforce a student's educational program or career goals.*

**Job Title:** Career Services Assistant

**Classification:** Federal Work-Study

**Department:** Career Services

**Office Location:** Main 1200 suite

**Supervisor:** Jenny Hahn Schnipper

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

**Duties/Responsibilities:** Greet visitors to the Career Services office, assist students in using the online job platform and other resources, maintain the career closet, act as an ambassador for Career Services, create documents and marketing materials, and participate in planning, promoting, and attending Career Services events.

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

**Hours/Work Schedule:** Work hours must not interfere with student's academic course schedule. Hours/Work Schedule: 5 -10 hours per week, flexible schedule between hours of 8 a.m. – 4:30 p.m., Monday - Friday.

**Evaluation Procedures:** Final grades will be evaluated at the end of each term. Students not meeting Satisfactory Academic Progress will lose eligibility to participate in the Federal Work-Study Program.

**Evaluation Schedule:** The end of each term.

**Length of Employment:** Renewal of the position for subsequent semesters will depend upon Satisfactory Academic Progress and the availability of program funds.

**Rate of Pay:** \$15.00/hour

**Procedures Determining Rates of Pay:** Rates of pay are determined by the SCC Board of Trustees.

**Date:** 10/10/2023

## Federal Work Study Position Description

**Purpose/Role within Organization:** *The Federal Work Study program offers part-time employment opportunities to eligible students, as determined by FAFSA results. FWS jobs should, to the maximum extent possible, complement and reinforce a student's educational program or career goals.*

**Job Title:** Elementary School Tutor

**Classification:** Federal Work-Study

**Location:** Francis Howell Elementary School (select one)

Becky David Elementary	1155 Jungs Station Rd	St Charles MO 63303
Castlio Elementary	1020 Dingleline Rd	St Charles MO 63304
Central Elementary	4525 Central School Rd	St Charles MO 63304
Daniel Boone Elementary	201 W Hwy D	Wentzville MO 63385
Fairmount Elementary	1725 Thoele Rd	St Peters MO 63376
Harvest Ridge	1220 Harvest Ridge Drive	St. Charles MO 63303

**Supervisor:** Elementary School Principal

**Contact:** Abby Vernon (SCC Main 1113)

**Phone Number:** 636-922-8586

**Duties/Responsibilities:** Ability to work with elementary-aged students one-on-one and in small groups. Provide reading and math support to elementary aged students. Observe and track student performance and

progress within interventions. Collaborate with classroom teachers. Participate in training on specific intervention programs. Accepts and utilize feedback and reflection to improve practice

**Qualifications/Requirements:** Must be a current student enrolled in a minimum of 6 credit hours. Desired cumulative GPA of 3.0. Strength in English and Math coursework. Applicants must complete volunteer paperwork for the Francis Howell School District which includes fingerprinting and background checks. The applicant would also be required to watch the district's mandatory training videos.

**Hours/Work Schedule:** Hours within range of 11:00-3:30 pm; 2-3 days per week. Tutoring hours must not interfere with college course schedule. Once planned with supervisor, tutors will have a set schedule for the semester.

**Evaluation Procedures:** Final grades will be evaluated at the end of each term. Students not meeting Satisfactory Academic Progress will lose eligibility to participate in the Federal Work-Study Program.

**Evaluation Schedule:** The end of each term.

**Length of Employment:** Renewal of the position for subsequent semesters will depend upon Satisfactory Academic Progress and the availability of program funds.

**Rate of Pay:** \$15.00/hour

**Procedures Determining Rates of Pay:** Rates of pay are determined by the SCC Board of Trustees.

**Date:** 7/11/2023

## **Federal Work Study Position Description**

**Purpose/Role within Organization:** *The Federal Work Study program offers part-time employment opportunities to eligible students, as determined by FAFSA results. FWS jobs should, to the maximum extent possible, complement and reinforce a student's educational program or career goals.*

**Job Title:** Student Peer Mentor for The Excelerator

**Classification:** Federal Work-Study

**Department:** The Excelerator

**Office Location:** SC Main 1121

**Supervisor:** Chris Cross, The Excelerator Director

**Phone Number:** 636-922-8694

**Duties/Responsibilities:**

**Resource Referral:**

- Connect students with appropriate campus resources, such as academic advisors, financial aid, and student wellness services.
- Stay informed about campus events, workshops, and programs that can benefit students.

**Outreach and Engagement:**

- Encourage participation in student success programs and initiatives.
- Foster a sense of community and belonging among students through positive interactions and support.

**Role Modeling:**

- Serve as a positive role model for students, demonstrating academic integrity, responsibility, and professionalism.
- Encourage and inspire students to reach their full potential and persist in their educational journey.

**Qualifications/Requirements:**

- Must be available to work Monday through Thursday.
- Must have a desire to work with people.
- Must be able to create positive marketable content on social media, such as Instagram, TikTok, etc.

**Hours/Work Schedule:** 10-19 hrs. / week.

**Evaluation Procedures:** Final grades will be evaluated at the end of each term. Students not meeting Satisfactory Academic Progress will lose eligibility to participate in the Federal Work-Study Program.

**Evaluation Schedule:** The end of each term.

**Length of Employment:** Renewal of the position for subsequent semesters will depend upon Satisfactory Academic Progress and the availability of program funds.

**Rate of Pay:** \$15.00/hour

**Procedures Determining Rates of Pay:** Rates of pay are determined by the SCC Board of Trustees.

**Date:** 6/20/2024



## Federal Work Study Position Description

**Purpose/Role within Organization:** *The Federal Work Study program offers part-time employment opportunities to eligible students, as determined by FAFSA results. FWS jobs should, to the maximum extent possible, complement and reinforce a student's educational program or career goals.*

**Job Title:** Field to Table Farm Technician

**Classification:** Federal Work-Study

**Department:** Field to Table Institute

**Office Location:** Center for Healthy Living Campus - #3 Academy Place,  
Dardenne Prairie, MO 63368

**Supervisor:** Brian Manhardt

**Phone Number:** 636-922-8764

**Duties/Responsibilities:** Maintenance of the grounds, upkeep of the container farm, green house, and agriculture shed. Planting, harvesting, watering, weeding, mowing, bee keeping, Helping with events and activities related to the Field to Table. All other duties assigned as the season requires.

**Qualifications/Requirements:** Entry level. Serious work ethic required

**Hours/Work Schedule:** Work hours must not interfere with student's academic course schedule. Hours may not exceed 19 hrs. per week.

**Evaluation Procedures:** Final grades will be evaluated at the end of each term. Students not meeting Satisfactory Academic Progress will lose eligibility to participate in the Federal Work-Study Program.

**Evaluation Schedule:** The end of each term.

**Length of Employment:** Renewal of the position for subsequent semesters will depend upon Satisfactory Academic Progress and the availability of program funds.

**Rate of Pay:** \$15.00/hour

**Procedures Determining Rates of Pay:** Rates of pay are determined by the SCC Board of Trustees.

**Date:** 7/11/2023

## Federal Work Study Position Description

**Purpose/Role within Organization:** *The Federal Work Study program offers part-time employment opportunities to eligible students, as determined by FAFSA results. FWS jobs should, to the maximum extent possible, complement and reinforce a student's educational program or career goals.*

**Job Title:** Student FA Assistant

**Classification:** Federal Work-Study

**Department:** Financial Aid

**Office Location:** Main 1113

**Supervisor:** Abby Vernon

**Phone Number:** 636-922-8586

**Duties/Responsibilities:** Assist students that come into our office by providing friendly service. Determine student's needs, look up and deliver general information and help students log-in to their portals and view the FA Checklist. Take phone messages. Receive training and mentoring from staff on financial aid topics.

**Qualifications/Requirements:** Excellent communication skills. Friendly and approachable. Ability to handle sensitive information in a secure and professional manner.

**Hours/Work Schedule:** Work hours must not interfere with student's academic course schedule. 8-10 hrs. / week. Will work with student's schedule and meet their desired number of hours, not to exceed 19 hrs. per week.

**Evaluation Procedures:** Final grades will be evaluated at the end of each term. Students not meeting Satisfactory Academic Progress will lose eligibility to participate in the Federal Work-Study Program.

**Evaluation Schedule:** The end of each term.

**Length of Employment:** Renewal of the position for subsequent semesters will depend upon Satisfactory Academic Progress and the availability of program funds.

**Rate of Pay:** \$15.00/hour

**Procedures Determining Rates of Pay:** Rates of pay are determined by the SCC Board of Trustees.

**Date:** 10/11/2023

## **Federal Work Study Position Description**

**Purpose/Role within Organization:** *The Federal Work Study program offers part-time employment opportunities to eligible students, as determined by FAFSA results. FWS jobs should, to the maximum extent possible, complement and reinforce a student's educational program or career goals.*

**Job Title:** Library Student Worker

**Classification:** Federal Work-Study

**Department:** Library

**Office Location:** Schnare Library/Circulation Desk

**Supervisor:** Theresa Flett

**Phone Number:** 696-922-8587

**Duties/Responsibilities:** Shelve books, check materials in and out of library, work at circulation desk when needed, perform shelf-reading and other related duties as instructed.

**Qualifications/Requirements:** Dependable, friendly, excellent communication skills, able to shelve books accurately, able to perform detailed tasks while maintaining a high level of accuracy.

**Hours/Work Schedule:** Work hours must not interfere with student's academic course schedule. Flexible schedule, 10-19 hours per week. Work hours must not interfere with student's academic schedule.

**Evaluation Procedures:** Final grades will be evaluated at the end of each term. Students not meeting Satisfactory Academic Progress will lose eligibility to participate in the Federal Work-Study Program.

**Evaluation Schedule:** The end of each term.

**Length of Employment:** Renewal of the position for subsequent semesters will depend upon Satisfactory Academic Progress and the availability of program funds.

**Rate of Pay:** \$15.00/hour

**Procedures Determining Rates of Pay:** Rates of pay are determined by the SCC Board of Trustees.

**Date:** 6/20/2024

## Federal Work Study Position Description

**Purpose/Role within Organization:** *The Federal Work Study program offers part-time employment opportunities to eligible students, as determined by FAFSA results. FWS jobs should, to the maximum extent possible, complement and reinforce a student's educational program or career goals.*

**Job Title:** Math & Sciences Office Assistant

**Classification:** Federal Work-Study

**Department:** Mathematics and Sciences

**Office Location:** 1-SCM 1442

**Supervisor:** Katie Piacentini

**Phone Number:** 636-922-8547

**Duties/Responsibilities:** St. Charles Community College is seeking a part-time (Federal Work Study) office assistant who will organize and perform general office functions, including welcoming and directing students and visitors to faculty and campus services offices, answering the phone and directing or transferring callers to the correct individual or office, supporting instructional labs, sorting mail, and inventorying office supplies.

**Qualifications/Requirements:** Student must be a current SCC student and eligible for the Federal Work Study program. Strong customer service and oral communication skills are required.

**Hours/Work Schedule:** Weekdays and daytime only (8am-4pm), dependent on student class schedule, and 19 hrs. maximum per week.

**Evaluation Procedures:** Final grades will be evaluated at the end of each term. Students not meeting Satisfactory Academic Progress will lose eligibility to participate in the Federal Work-Study Program.

**Evaluation Schedule:** The end of each term.

**Length of Employment:** Renewal of the position for subsequent semesters will depend upon Satisfactory Academic Progress and the availability of program funds.

**Rate of Pay:** \$15.00/hour

**Procedures Determining Rates of Pay:** Rates of pay are determined by the SCC Board of Trustees.

**Date:** 7/1/2024



## Federal Work Study Position Description

**Purpose/Role within Organization:** *The Federal Work Study program offers part-time employment opportunities to eligible students, as determined by FAFSA results. FWS jobs should, to the maximum extent possible, complement and reinforce a student's educational program or career goals.*

**Job Title:** Media Technology Support Assistant

**Classification:** Federal Work-Study

**Department:** Technology

**Office Location:** TECH Computer Lab & Service Desk

**Supervisor:** Lisa Mouser

**Phone Number:** 636-922-8319

**Duties/Responsibilities:** Basic Tier I support; Oversee computer labs (Tech116 and Ace Center). Includes assisting students with basic software problems, print problems and general questions. Service Desk support; Classroom checks & inventory; Basic AV events; Hardware setup in classrooms and offices; Computer moves

**Qualifications/Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be a

current student enrolled in a minimum of 6 credit hours. Must be dependable and customer service oriented. Able to communicate effectively.

**Hours/Work Schedule:** Work hours must not interfere with student's academic course schedule. Part time hours not to exceed 19 hrs. per week. Will work around student schedule. Possible shifts could fall within the computer lab open hours: 9:00 a.m. - 8:00 p.m.

**Evaluation Procedures:** Final grades will be evaluated at the end of each term. Students not meeting Satisfactory Academic Progress will lose eligibility to participate in the Federal Work-Study Program.

**Evaluation Schedule:** The end of each term.

**Length of Employment:** Renewal of the position for subsequent semesters will depend upon Satisfactory Academic Progress and the availability of program funds.

**Rate of Pay:** \$15.00/hour

**Procedures Determining Rates of Pay:** Rates of pay are determined by the SCC Board of Trustees.

**Date:** 7/1/2022

## Federal Work Study Position Description

**Purpose/Role within Organization:** *The Federal Work Study program offers part-time employment opportunities to eligible students, as determined by FAFSA results. FWS jobs should, to the maximum extent possible, complement and reinforce a student's educational program or career goals.*

**Job Title:** Health Sciences - Nursing Lab/Simulation Student Worker

**Classification:** Federal Work-Study

**Department:** Nursing

**Office Location:** CHL - Center for Healthy Living

**Supervisor:** Jen Bussen /Beth Bauer

**Phone Number:** 636-922-8283 / 636-922-8287

**Duties/Responsibilities:** Assists with set up and take down of lab and simulation equipment Assists with organization, maintenance, and restock of lab and simulation equipment Assists with medical moulage for standardized patients and manikins as required for simulation and laboratory activities

**Qualifications/Requirements:** Work effectively with faculty, staff in a positive, helpful and cooperative working relationship. Organizational and time management skills to follow through assignments to completion. Minimum of an average of 10 hours per week Physical ability to lift, move simulation and lab equipment

**Hours/Work Schedule:** Work hours must not interfere with student's academic course schedule. Varies

**Evaluation Procedures:** Final grades will be evaluated at the end of each term. Students not meeting Satisfactory Academic Progress will lose eligibility to participate in the Federal Work-Study Program.

**Evaluation Schedule:** The end of each term.

**Length of Employment:** Renewal of the position for subsequent semesters will depend upon Satisfactory Academic Progress and the availability of program funds.

**Rate of Pay:** \$15.00/hour

**Procedures Determining Rates of Pay:** Rates of pay are determined by the SCC Board of Trustees.

**Date:** 7/1/2022

## Federal Work Study Position Description

**Purpose/Role within Organization:** *The Federal Work Study program offers part-time employment opportunities to eligible students, as determined by FAFSA results. FWS jobs should, to the maximum extent possible, complement and reinforce a student's educational program or career goals.*

**Job Title:** Health Sciences - OTA

**Classification:** Federal Work-Study

**Department:** OTA

**Office Location:** CHL (Center for Healthy Living) 102

**Supervisor:** Sarah Spaethe

**Phone Number:** 636-922-8458

**Duties/Responsibilities:** Lab and lab practical preparation duties, laundry, and other duties to be specified.

**Qualifications/Requirements:** Must be in the OTA degree program. Must be able to lift at least 50 pounds, strong organizational skills, self-directed/guided, dependable.

**Hours/Work Schedule:** Work hours must not interfere with student's academic course schedule. TBD; Hours would be during work week between hours of 8am and 5pm

**Evaluation Procedures:** Final grades will be evaluated at the end of each term. Students not meeting Satisfactory Academic Progress will lose eligibility to participate in the Federal Work-Study Program.

**Evaluation Schedule:** The end of each term.

**Length of Employment:** Renewal of the position for subsequent semesters will depend upon Satisfactory Academic Progress and the availability of program funds.

**Rate of Pay:** \$15.00/hour

**Procedures Determining Rates of Pay:** Rates of pay are determined by the SCC Board of Trustees.

**Date:** 6/26/2023

## Federal Work Study Position Description

**Purpose/Role within Organization:** *The Federal Work Study program offers part-time employment opportunities to eligible students, as determined by FAFSA results. FWS jobs should, to the maximum extent possible, complement and reinforce a student's educational program or career goals.*

**Job Title:** Performing Arts Dept. Student Assistant

**Classification:** Federal Work-Study

**Department:** Performing Arts Department

**Office Location:** 4ST - Donald D. Shook Fine Arts Building

**Supervisor:** Samantha Stavelly

**Phone Number:** 636-922-8729

**Duties/Responsibilities:** St. Charles Community College is seeking a part-time (Federal Work Study) office assistant who will assist in monitoring performing art and classroom spaces when students need access to the equipment and technology in those rooms. Responsible for helping move performing arts equipment on campus. May work as part of the building crew for theatre and musical production sets. May work backstage for theatre and musical productions or in the booth for tech needs. May assist with maintenance of the music library and storage rooms in FAB. May assist with additional departmental needs as they arise.

**Qualifications/Requirements:** Student must be a current SCC student and eligible for the Federal Work Study program. Strong customer service and

oral communication skills are required. Experience in working on a technical crew for the performing arts highly preferred.

**Hours/Work Schedule:** Work hours must not interfere with student's academic course schedule. Weekdays, evenings, and weekends, dependent on student class schedule, and 19 hrs. maximum per week.

**Evaluation Schedule:** The end of each term.

**Length of Employment:** Renewal of the position for subsequent semesters will depend upon Satisfactory Academic Progress and the availability of program funds.

**Rate of Pay:** \$15.00/hour

**Procedures Determining Rates of Pay:** Rates of pay are determined by the SCC Board of Trustees.

**Date:** 6/26/2023



## Federal Work Study Position Description

**Purpose/Role within Organization:** *The Federal Work Study program offers part-time employment opportunities to eligible students, as determined by FAFSA results. FWS jobs should, to the maximum extent possible, complement and reinforce a student's educational program or career goals.*

**Job Title:** Student Activities - Student Assistant

**Classification:** Federal Work-Study

**Department:** Student Life

**Office Location:** 7RC - Recreation Center 102

**Supervisor:** Princess Davis, Student Life Manager

**Phone Number:** 636-922-8469

### Duties/Responsibilities:

- Meet and greet visitors to the office. Provide phone coverage as needed.
- Assist with administrative needs (e.g., typing, mailings, data entry, copying, and filing)
- Assist staff with the preparation, logistics, and facilitation of office sponsored face-to-face and virtual events, programs, and workshops.
- Serve as ambassadors of student life office, its services, and sponsored events, programs, and workshops.
- Increase campus awareness of the student life office by posting handouts, flyers, and other marketing materials around campus and on social media platforms.

**Qualifications/Requirements:**

- Must be a student enrolled in at least 6 hours per semester with a cumulative GPA of a 2.0. Must have a completed FAFSA form on file, for the current academic year.
- Must possess a general clerical and technical work aptitude.
- Must possess excellent organizational, communication, and interpersonal skills.
- Ability to follow verbal and written instructions and to work independently.
- Be attentive to details and deadlines, flexible, and be able to handle multiple tasks in a fast-paced environment.
- Be punctual, reliable and have good computer skills.
- Proficient in spoken and written English.

**Hours/Work Schedule:** Work hours must not interfere with student's academic course schedule. 10-19 hrs. / week.

**Evaluation Procedures:** Final grades will be evaluated at the end of each term. Students not meeting Satisfactory Academic Progress will lose eligibility to participate in the Federal Work-Study Program.

**Evaluation Schedule:** The end of each term.

**Length of Employment:** Renewal of the position for subsequent semesters will depend upon Satisfactory Academic Progress and the availability of program funds.

**Rate of Pay:** \$15.00/hour

**Procedures Determining Rates of Pay:** Rates of pay are determined by the SCC Board of Trustees.

**Date:** 6/27/2023

## Federal Work Study Position Description

**Purpose/Role within Organization:** *The Federal Work Study program offers part-time employment opportunities to eligible students, as determined by FAFSA results. FWS jobs should, to the maximum extent possible, complement and reinforce a student's educational program or career goals.*

**Job Title:** Recruitment - Admissions Ambassador

**Classification:** Federal Work-Study

**Department:** Admissions, Registration, and Records

**Office Location:** 1SCM - SCC Main 1200

**Supervisor:** Mary Ann Tischler

**Phone Number:** 636-922-8500

**Duties/Responsibilities:** Conduct campus tours for perspective students. Assist the Admissions Assistant and Specialist with general walk-in questions. Answer phones and make phone calls regarding inquiries to SCC. Respond to and send emails from the admissions office inbox. Work Recruitment and Campus Events such as the College Fair, HS Counselor Breakfast, Middle School and High School Field Trips, etc. Be a positive role model for other students at St. Charles Community College.

**Qualifications/Requirements:** Positive Attitude. Willingness to learn. Customer Service skills. Strong written and verbal communication skills.

Outgoing: can introduce self to others and hold a conversation with strangers.  
Knowledge of Microsoft Office. Good sense of humor.

**Hours/Work Schedule:** Work hours must not interfere with student's academic course schedule. 10-15 hours/week

**Evaluation Procedures:** Final grades will be evaluated at the end of each term. Students not meeting Satisfactory Academic Progress will lose eligibility to participate in the Federal Work-Study Program.

**Evaluation Schedule:** The end of each term.

**Length of Employment:** Renewal of the position for subsequent semesters will depend upon Satisfactory Academic Progress and the availability of program funds.

**Rate of Pay:** \$15.00/hour

**Procedures Determining Rates of Pay:** Rates of pay are determined by the SCC Board of Trustees.

**Date:** 6/26/2023

## Federal Work Study Position Description

**Purpose/Role within Organization:** *The Federal Work Study program offers part-time employment opportunities to eligible students, as determined by FAFSA results. FWS jobs should, to the maximum extent possible, complement and reinforce a student's educational program or career goals.*

**Job Title:** Studio Monitor - ART

**Classification:** Federal Work-Study

**Department:** Studio Art

**Office Location:** VAB (office D)

**Supervisor:** Ryan Bredlau

**Phone Number:** 636-922-8402

**Duties/Responsibilities:** Student Studio Monitors/Assistants are to assist in watching over the visual arts studio spaces during open studio hours insuring it is a safe working environment. They are also responsible to make sure students are out of studio spaces after hours are up and work closely with the Department of Public Safety (DPS) for opening and locking up studio spaces, and if any emergencies may occur. They will also help the Studio Art Technician or Faculty on day-to-day tasks in studios or certain projects were Studio Technician needs help. Such as cleaning wood shop, inventorying tools, checking out equipment. Assisting studio tech with moving equipment etc. Must demonstrate a high degree of professionalism, use sound judgment, and remain flexible as demands and priorities change.

Be sensitive to the needs of a diverse student population and ability to lift 50 pounds is required.

**Qualifications/Requirements:** Student must be a current SCC student and eligible for the Federal Work Study program. Visual arts majors are preferred but not required.

**Hours/Work Schedule:** Weekdays, evenings, and weekends, dependent on student class schedule, and 19 hrs. maximum per week.

**Length of Employment:** Renewal of the position for subsequent semesters will depend upon Satisfactory Academic Progress and the availability of program funds.

**Rate of Pay:** \$15.00/hour

**Procedures Determining Rates of Pay:** Rates of pay are determined by the SCC Board of Trustees.

**Date:** 7/1/2024

## Federal Work Study Position Description

**Purpose/Role within Organization:** *The Federal Work Study program offers part-time employment opportunities to eligible students, as determined by FAFSA results. FWS jobs should, to the maximum extent possible, complement and reinforce a student's educational program or career goals.*

**Job Title:** Workforce - Computer Lab Monitor

**Classification:** Federal Work-Study

**Department:** Computer Science

**Office Location:** 6TB - Technology Building 105

**Supervisor:** Garrett Foster

**Phone Number:** 636-922-8645

**Duties/Responsibilities:** 1) Monitor the TB 204 lab to prevent damage and theft. 2) Help students log in and perform minor troubleshooting. Provide directions to IT Helpdesk for larger issues. 3) Direct students to the appropriate office hours or tutoring for help with technical questions (a cheat sheet will be provided). 4) Send repair requests to IT Helpdesk to keep lab in good working order.

**Qualifications/Requirements:** Passing grade in CPT 105 and/or CPT 115 suggested.

**Hours/Work Schedule:** Work hours must not interfere with student's academic course schedule. Monday – Thursday, 11:20 AM -12:50 PM

**Evaluation Procedures:** Final grades will be evaluated at the end of each term. Students not meeting Satisfactory Academic Progress will lose eligibility to participate in the Federal Work-Study Program.

**Evaluation Schedule:** The end of each term.

**Length of Employment:** Renewal of the position for subsequent semesters will depend upon Satisfactory Academic Progress and the availability of program funds.

**Rate of Pay:** \$15.00/hour

**Procedures Determining Rates of Pay:** Rates of pay are determined by the SCC Board of Trustees.

**Date:** 7/1/2022