

Federal College Work Study Job Descriptions  
On and Off Campus

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## **On Campus Opportunities**

### **Culinary Arts Servers-Grand Strand**

**Location-Grand Strand Campus 920 Crabtree La. Myrtle Beach, South Carolina**

**Hours-20 hours per week (Mon. through Thurs. 9:30am-3:30pm, critical need 10am-3pm)**

**Position-Server (2 positions available)**

Servers ensure the customers have an enjoyable experience by providing quality customer service. Servers take orders, serve food/drinks, and clear/clean tables in a timely manner. *See the appendix for more description.*

### **Culinary Arts Kitchen Steward-Grand Strand**

**Location-Grand Strand Campus 920 Crabtree Ln. Myrtle Beach, South Carolina**

**Hours-10-20 hours per week (Mon. through Thurs. 11am to 2:30pm)**

**Position- Kitchen Steward (2 positions available)**

The Kitchen Steward work with Chef Instructor and the students to maintain and clean the kitchen and the Fowler Dining Room. Stock kitchen, maintain supplies, wash dishes, and other general kitchen duties. Hours can be somewhat flexible but generally most needed during the times above.

### **Office of Financial Aid-Grand Strand**

**Location-Grand Strand Campus**

**Hours-15 to 20 hours per week (Mon. through Thurs. 8am-5pm and Fri. 8am-12:30pm)**

The work study student will assist students in a variety of duties such as navigating MyHGTC, filling out forms, and answering general financial aid questions in Grand Strand Tech Central.

### **HGTC Food Pantry**

**Location-Conway**

**Position-Pantry Assistant (2 positions available)**

**Hours-20 hours per week, 10 per student**

**(Mon. through Thurs. 8am-5pm and Fri. 8am-12:30pm)**

The pantry assistant will help collect and distribute goods on each campus. They will also be responsible for taking inventory and keeping the pantry organized. Other duties include responding to emails, creating & sending thank you letters, reaching out to donors, on campus pantry promotion, and pantry data collection.

**HGTC Food Pantry****Location-Grand Strand****Position-Pantry Assistant (2 positions available)****Hours-20 hours per week, 10 hours per student****(Mon. through Thurs. 8am-5pm and Fri. 8am-12:30pm)**

The pantry assistant will help collect and distribute goods on each campus. They will also be responsible for taking inventory and keeping the pantry organized. Other duties include responding to emails, creating & sending thank you letters, reaching out to donors, on campus pantry promotion, and pantry data collection.

**Office of Institutional Effectiveness and Development****Location-Conway Campus building 200, room 205****Position-Student Assistant/Data Entry****Hours-20 hours per week (Mon. through Thurs. 8am-5pm and Fri. 8am-12:30pm)**

This position will maintain the database by entering new faculty, employer, and student information. The work study student will also update current faculty, employer, and student information. The student will also process documents and review them for deficiencies and inaccuracies. This position will need attention to detail, must be able to work independently, and must maintain confidentiality.

**Library-Georgetown****Location-Georgetown Campus Library, 4002 S. Fraser St. Georgetown****Position-Library Assistant****Hours-20 hours per week (Mon. through Thurs. 9am-1pm and Fri. 8am-12pm)**

The library assistant will take care of daily shelving, maintain orderliness of the library's collection, and public areas. The assistant will also help patrons retrieve materials and refer more complex issues to library staff. *See the appendix for more information.*

**Library-Grand Strand****Position-Library Assistant****Hours-10-15 hours per week****(Mon., Wed., and Thurs. 11am-2pm, Tues. 8am-12pm and Fri. 8am-12pm)**

The library assistant will help the librarian with various duties. *See the appendix for more information.*

**Recruitment****Location-Conway, but may require some travel to the other 2 locations****Position-HGTC Student Ambassador (6 positions)****Hours-10-20 hours per week (Mon.-Thurs. 8am-5pm and Fri. 8am-12:30pm)**

Job Duties Include:

- Conduct campus tours on Tuesdays and Fridays
- Make the tour as personal as possible
- Smile, be friendly and make conversation
- Dress appropriately; wear HGTC polos
- Speak about experiences at college and tell prospective students how much they love HGTC
- Assist with admissions and student affairs events
- Help with student engagement events
- Complete general office work as needed (i.e., restocking tour bags)

*See the appendix for more information.*

### **Richardson Art Gallery**

**Location-Conway Campus**

**Position-Gallery Assistant**

**Hours- 20 hours per week (Mon. through Thurs. 9am-1pm and Fri. 9am-12pm)**

The art gallery assistant will require minimal supervision. Great customer service and courtesy is required.

### **Trio Elite Scholars**

**Location-Conway Campus, Building 1100 Room 314**

**Position- Office Assistant**

**Hours-25 hours per week (Mon. through Thurs. 8am-5pm and Fri. 8am-12:30pm)**

The office assistant will help HGTC-Student Support Services staff & participants. Under the general supervision of TES, work study students will manage the TES lab and assist staff in daily office operations. *See the appendix for more information.*

### **Trio Elite Scholars**

**Location-Conway Campus, Building 1100 Room 314**

**Position- TES Peer Mentor/Tutor**

**Hours- 25 hours per week (The Trio office is open Mon. through Thurs. 8am-5pm and Fri. 8am-12:30pm)**

Provide tutoring assistance to HGTC-Student Support Services participants. Assist students with specific subject material(s) and help improve academic capabilities in such area. Communicate effectively and diplomatically with groups and individuals while helping students develop self confidence in all aspects of their academic effort *See the appendix for more information.*

## Off Campus Opportunities

### **Fostering Hope**

**Location-308 Elm St. Conway, South Carolina**

**Position-Intern**

**Hours-10 hours per week (availability 8am-12pm Mon. through Thurs.)**

The intern's duties will include but are not limited to sorting incoming donations, filling requests, organizing, and stacking items. ***This position requires the worker be vaccinated for Covid-19 and for the worker to wear a mask.***

### **Habitat ReStore**

**Location- 165 Co-Op Rd Myrtle Beach, SC**

**Position-ReStore Associate**

**Hours-20 to 25 hours (available hours Mon. through Sat. 8am to 4pm)**

The ReStore Associate will be responsible for supporting the mission and vision of Habitat for Humanity of Horry County by providing excellent customer service and a safe work environment under the directives of the ReStore Manager within all established policies and procedures. The ReStore Associate will help process donations and assist customers as needed. Tasks include cleaning, pricing, stocking, and rearranging items, in addition to providing friendly customer service. Works to ensure that customers and donors have a positive experience at the ReStore; this includes providing friendly customer service, operating the cash register, cleaning/organizing/arranging displays, and pricing items. *See the appendix for more information.*

### **Miss Ruby's Kids**

**Location- 2018 Church St. Georgetown, South Carolina**

**Position-Family Support Specialist**

**Hours-15 to 20 hours per week (Mon. through Fri. 8:00am-5:00pm)**

The Family Support Specialist will develop and maintain relationships with families and ensure that they receive the appropriate support services needed. The Family Support Specialist is also responsible for conducting community outreach efforts to identify and develop relationships with community-based organizations that specialize in the areas of health and social services, disabilities, school-age programming and care services, and a range of parent development training opportunities. This is a great opportunity for students pursuing a degree in social work, human services, family services, counseling, education, or a related field. *See the appendix for more information.*

## Appendix

### **On Campus Opportunities**

#### **Culinary Arts Servers-Grand Strand**

Front of House Duties:

- Prepare tables with special attention to sanitation and order
- Attend to customers upon entrance
- Present menus and help customers select food/beverages
- Take/serve orders, answer questions about the menu or make recommendations
- Collaborate with other restaurant servers, Chef, and other staff
- Deal with complaints or problems while maintaining a positive attitude
- Issue bills and accept payment

Requirements:

- Customer orientated approach
- Patience
- Problem solving and decision-making skills
- Excellent people skills
- Responsible and trustworthy
- Attention to cleanliness and safety

#### **Library-Georgetown Campus**

Provide efficient and professional assistance to students, faculty, staff, and the community patrons regarding library services. Greet patrons in a professional and friendly manner. Operate a variety of equipment including copiers, calculators, scanners, printers, paper shredders, laptop, and desktop computers. Proficient in Microsoft Office.

#### **Library-Grand Strand Campus**

This position performs tasks as they relate to an academic library.

Under the direct supervision of the Librarian, the Library Assistant will help in the following areas:

- Circulation Desk Coverage:
  - Check-in/Check-out Library materials to include books, DVDs, electronic equipment (laptops, TI-83 calculators, hot spot connectors)
  - Answer phone
  - Answer simple Library and directional questions
- Assist fellow students with computer and printer trouble shooting
- Fill paper trays in the printer(s) and copier daily

- Alphabetize and maintain movies in DVD area
- Shelve books
- Straighten books on the shelves
- Place newspapers/magazines on designated shelves
- Distribute and retrieve mail from the Mail Room in Bldg. 200
- Push in library chairs throughout the day to maintain a neat library appearance
- Performs other job duties as assigned
- Technical Abilities
  - Knowledge of Microsoft Office Suite (e.g., in Word – setting margins, columns, & page numbers)
  - Knowledge of MS Teams
- Ability to use and show others how to use the following:
  - Printers
  - Copy machine
  - Document scanner

### **Recruitment-Conway**

To apply for the Student Ambassador position, you must:

- Have completed your first semester at HGTC with a minimum cumulative GPA of 2.5
- Be enrolled in at least 6 credits for both fall and spring
- Remain in good academic and judicial standing with HGTC during your tenure

Mandatory job requirements if selected as an ambassador:

- Attend the Student Ambassador training dates once a semester
- Lead a minimum of 15 campus tours per academic year
- Assist in a minimum of 5 campus events per academic year
- Be available to travel between all three campuses (Conway, Grand Strand, and Georgetown)

Ambassadors will receive 2 HGTC campus polo shirts to be worn during tours and campus events. If the student doesn't qualify for the Federal Work Study program but is still interested in the position, they can receive a stipend in lieu of Work Study payment.

### **Trio Elite Scholars-Office Assistant-Conway**

Job Function:

- Greet students, parents, and/or campus community in person or by phone
- Assist participants with issues in lab by contacting appropriate personnel
- Make deliveries and pick-ups in other departments as needed
- Pick up and distribute mail
- Performs related duties as assigned by TES staff



Minimum Requirements:

- Must be enrolled at HGTC
- Must be awarded Work Study through Financial Aid

Skills & Abilities

- Excellent communication skills
- Enjoy learning and working with people of diverse backgrounds
- Dependable, punctual, and good phone and in person etiquette

**Trio Elite Scholars-Tutor-Conway**

Job Function:

- Provide subject-specific content to help students through drop-in assistance
- Implement tutoring plan and refer to SSTC to strengthen academic proficiency-as needed
- Maintain student attendance records & complete any necessary paperwork
- Serve as peer mentor/role model to participants

Minimum Requirements:

- Must be enrolled at HGTC and be awarded Work-Study through Financial Aid
- Received an A or B in the subjects which they will tutor

Additional Requirements:

- Previous tutoring experience preferred
- Preference to candidates with low-income, first-generation backgrounds
- Faculty/Staff recommendation in subject desired to tutor preferable

Skills & Abilities

- Excellent communication skills
- Enjoy learning and working with people
- Ability to establish rapport and empathize with students who have a need for academic support services and who have disabilities and/or are first generation and/or are low-income students

## Off Campus Opportunities

### Habitat ReStore-165 Co-Op Rd Myrtle Beach, SC

#### Qualifications:

- Demonstrates commitment to Habitat's mission
- Demonstrates organizational skills and ability to multitask
- Ability to work independently or as part of a team
- Minimum 1 year experience in retail sales or other work environment requiring direct and regular interactions with customers or donors in furniture preferred
- Ability to work weekends and nights when required
- Ability to lift a minimum of 25lbs
- High school diploma/GED required
- Willingness and desire to work with diverse staff, volunteers, and customer base.
- Excellent communication skills
- Convey clear, concise information to others, using verbal or other appropriate communication techniques.
- Treat others in a nondiscriminatory, lawful and ethical manner, respecting the differences among people, and the value they bring to HFHHC.
- Follow safe practices in all work activities to avoid injuries and accidents.

#### Essential Job Functions:

- Customer support/sales
- Greet all customers and provide necessary assistance in a prompt, courteous manner
- Process inventory and merchandise on the floor in safe and attractive manner
- Organize the inventory to continually improve efficiency. Create critical inventory tracking system for the ReStore and Construction Dept.
- Arrives for work promptly and dresses neatly in a Habitat for Humanity shirt
- Maintains store property and alerts manager about maintenance issues
- Receives store merchandise and moves to appropriate pricing areas in an efficient and responsible manner
- Safely deliver merchandise to appropriate area on sales floor after it is priced
- Keeps merchandise organized and maximizes floor space
- Ensures that merchandise is handled efficiently and with proper care to avoid damage
- Operates all equipment in a safe, cost-effective manner
- Act as the leader for volunteers and ensure they are engaged and feel positive about their ReStore volunteer experience
- Assist customers and answer phone calls in a professional manner
- Operate P.O.S. (Point of Sale) system as needed
- Build and maintain positive relationships with customers by providing high-quality customer service
- Answer customer questions regarding the ReStore in general and specific items

- Ensure that all areas of the store/warehouse are safe, clean, and organized. Display merchandise in a way that maximizes sales.
- Guard against theft and unsafe practices (clutter, tripping hazards, falling objects, etc.)
- Assist with the receiving of inventory and moving materials from the warehouse to store floor.
- Assist Customers with purchases
- Performs other related duties as required or as manager requests

#### Work Environment and Physical Demands:

The work is performed both in the ReStore and out in the public. Frequent seasonal exposure to the elements throughout every season can be expected.

#### Must be able to:

- Stand or work on concrete floors for prolonged periods of time.
- Bend, lift, grasp, reach, push, and pull materials.
- Walk and climb on uneven surfaces, ladders, and stairs.
- Label, sort, and stock, lift minimum of 25 lbs. and heavier team lifts

#### Administration

- Accurately reflect all hours worked
- Changes to days or hours worked must first be approved by the ReStore Manager.
- Work hours and days are subject to change as deemed necessary by the ReStore Manager

#### **Miss Ruby's Kids-2018 Church St. Georgetown, South Carolina**

#### Essential Functions:

- Develop and maintain meaningful, productive relationships with families
- Recruit and enroll families into the program
- Refer and link children and parents to needed services
- Work in collaboration with other staff to monitor, track and coordinate services for children and parents
- Maintain records and document services in a timely manner
- Participate in staffing of all families on their caseload and case studies
- Promote and maintain parent involvement
- Community Involvement
- Ability to establish supportive relationships with children and families from diverse backgrounds
- Ability to work within an interdisciplinary team as a cooperative and supportive team member
- Knowledge of community resources and capacity to develop community cooperation to ensure that families receive comprehensive services

Qualifications:

- Students pursuing a degree in social work, human services, family services, counseling, education, or a related field is preferred
- Must have strong interpersonal skills and possess a client-centered philosophy of providing services and resources
- Proficient using standard office computer programs and databases
- Ability to work in a team while also handling individual day-to-day responsibilities independently
- Proficient active listening skills to understand and adapt to various needs

Working Conditions:

The position requires the ability to carry heavy (30 pounds) supplies, boxes, books, and workshop materials daily. The position requires the ability to travel in all weather conditions and requires reliable transportation. The typical work environment is in an office setting but may on occasion be outside the office in an outdoor environment. May require climbing stairs. The noise level will vary depending on the location. Night and evening hours may be required.

**Contact Information – Questions, Concerns, Suggestions**

If you have any questions, concerns, or suggestions regarding the automated work study process, please contact the Financial Aid Office via email [workstudy@hgtc.edu](mailto:workstudy@hgtc.edu)