

# **Federal College Work Study Job Descriptions**

## **On and Off Campus**

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## **On Campus Opportunities**

### **Recruitment**

**Location-Conway Campus**

**Position-Tour Guide Assistant (1 position available)**

**Hours-10-25 hours per week (Mon. through Fri. 9am-12pm)**

Job Duties Include:

- Having availability Monday – Friday from 9 am – 12 pm.
- Conduct campus tours for prospective students.
- Make the tour as personal as possible.
- Smile, be friendly, and make conversation.
- Dress appropriately; wear HGTC polos.

*See the appendix for more information.*

### **Recruitment**

**Location-Grand Strand Campus**

**Position- Tour Guide Assistant (1 position available)**

**Hours-10-25 hours per week (Mon. through Fri. 9am-12pm)**

Job Duties Include:

- Having availability Monday – Friday from 9 am – 12 pm.
- Conduct campus tours for prospective students.
- Make the tour as personal as possible.
- Smile, be friendly, and make conversation.
- Dress appropriately; wear HGTC polos.

*See the appendix for more information.*

## **Off Campus Opportunities**

### **Habitat ReStore**

**Location-** 1145 N. Fraser St. Georgetown, SC 29440

**Position-** ReStore Associate Assistant (2 positions available)

**Hours-** 15-25 hours per week (Tues. through Friday. 9am to 4pm & Saturday 9am-3pm)

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.*

### **Lakewood Elementary School**

**Location-** 1675 Hwy 396 Myrtle Beach, SC 29576

**Position-** Cub Care, America's Reading & Math Tutors (3 positions available)

**Hours-** 10-20 hours per week (Mon. through Fri. 2pm-6pm)

The work study tutor will be assisting with Lakewood Elementary School's after-school program in the following:

- Providing individual or small group learning for students between the ages of 5 to 10 years old.
- Tutoring elementary-level students in major subjects such as reading, math, science, and social studies.
- Assisting elementary-level students with their homework and other tasks needed in major subjects listed previously.
- Monitoring and facilitating outside and inside games.
- Tutors should also be able to monitor and adjust plans due to inclement weather or other circumstances.
- Perfect for students who are majoring or planning to major in early childhood or elementary education.
- Tutors must be organized, flexible, and able to manage and monitor multiple tasks at once.

**Lydia's Nest****Location- 114 East Broadway Street Johnsonville, SC 29555****Position- Administration Assistant (2 positions available)****Hours-20-25 hours (Mon.-Fri. 10am-5pm)**

The Administrative Assistant is responsible for performing a range of clerical and administrative tasks to support daily operations in the office setting. Their duties include sorting and distributing mail throughout the office, greeting office visitors, and coordinating with Managers to schedule appointments or update schedules. *See the appendix for more information.*

**Miss Ruby's Kids****Location- 2018 Church Street Georgetown, SC 29440****Position- Family Support Specialist Intern Assistant (1 position available)****Hours- 15-20 hours per week (Mon. through Fri. 8:30am-5pm)**

The family support specialist intern assistant 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. *See the appendix for more information.*

## **Appendix**

### **On Campus Opportunities**

#### **Recruitment- Conway & Grand Strand**

Job duties include:

- Having availability Monday – Friday from 9 am – 12 pm.
- Conduct campus tours for prospective students.
- 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).
- Assist with campus events as needed.

To apply for the Tour Guide position, you must:

- Have completed your first semester at HGTC with a minimum cumulative GPA of 2.5
- Remain in good academic and judicial standing with HGTC during your tenure

Tour guides will receive 1 HGTC polo shirt to be worn during tours and campus events.

## **Appendix**

### **Off Campus Opportunities**

#### **Habitat ReStore- ReStore Associate Assistant**

##### **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
- 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 are preferred.
- Must have strong interpersonal skills and possess a client-centered philosophy of providing services and resources.
- Proficient in 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.

### **Lydia's Nest- Administration Assistant**

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Administrative Assistant is responsible for keeping the office supplied and organized. This involves lots of small duties, like typing and taking notes during meetings. But their overall they are responsible for things like:

- Overseeing clerical tasks, such as sorting and sending mail
- Keeping an inventory of office supplies and ordering new materials as needed
- Maintaining files
- Welcoming visitors to your office
- Answering phone calls
- Taking and delivering messages
- Ensuring the office runs smoothly
- Scheduling meetings and sending meeting invites to attendee

On a typical day, the admin starts by checking their email and voicemail. They make a note of any missed messages from clients, employees, or upper management to relay to office workers. Throughout the day, they answer phone calls, make copies, fax documents, organize office supplies and greet office visitors.

#### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Student must fall under their school's work study program qualifications.
- Students must show strong work ethics and honesty.
- Demonstrated experience in organizing, developing, and implementing services and programs in a nonprofit setting.
- Ability to work and communicate with others.
- Work well as a team.
- Basic knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources

### **Miss Ruby's Kids- Family Support Specialist Intern Assistant**

#### **Company Overview**

Miss Ruby's Kids began in 2003 to fill the early education needs of under-resourced children and families in Georgetown County. Miss Ruby's Kids enables families and caregivers to inspire a passion for learning in their children. We help prepare parents to be their child's first, best teacher and support both parents and child throughout the child's school career. We utilize an evidence-based curriculum to deliver home visiting services to two- and three-year old in the

county and Family Childcare Centers. To maintain contact and support families we have a mentoring program where volunteer mentors go into schools and provide students with academic assistance, social experiences, and other needs the child may have.

### **Position Description**

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.

### **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 are preferred.
- Must have strong interpersonal skills and possess a client-centered philosophy of providing services and resources.
- Proficient in 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 at [workstudy@hgtc.edu](mailto:workstudy@hgtc.edu)