

Federal Work Study Job Descriptions  
On and Off Campus

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## **On Campus Opportunities**

### **Culinary Arts**

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

**Position-Kitchen Steward (1 position available)**

**Hours-10 hours per week (Tuesday & Thursday 5pm-10pm)**

The Kitchen Steward works with the Chef Instructor and students to maintain and clean the kitchen and the Fowler Dining Room. The position duties are washing pots, pans, dishes, silverware, and glassware, maintaining a clean working environment, and putting away all clean items. Changing water in sinks and machines as necessary. Maintaining a positive attitude, coming to work on time, clean, ready able, and eager to work. Culinary or Pastry Major Preferred.

### **HGTC Pantry**

**Location-Grand Strand Campus**

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

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

Distributing Food/Personal Care Items- assist with distributing food/personal care items on designated distribution days on each campus; check their Pantry ID and have users fill out surveys for data; keep a record of the number of pre-packaged boxes distributed.

Stocking and Inventory-track and shelve items where they belong in the pantry; sort through food items, evaluate, and discard expired food; disinfect and wipe down surfaces that are exposed to food; pre-assemble boxes to prepare for distribution day.

### **Meals on Wheels**

**Location-Conway Campus**

**Position-Chef Assistant (1 position available)**

**Hours-15 hours per week, (Tues. through Fri. 6am-11am)**

The chef's assistant consists of cooking and preparing large quantities of food daily with the head chef. Must be able to follow instructions and pay attention to detail from the head chef along with serving and packaging plates for delivery. Other job duties may be assigned. Culinary Major Preferred.

### **Meals on Wheels**

**Location-Conway Campus**

**Position-Dishwasher & Cleaning Assistant (1 position available)**

**Hours-20 hours per week, (Mon. through Fri. 8am-12pm)**

The dishwasher and cleaning assistant consists of washing dishes at the standard of health department regulations, cleaning designated areas, and assessing all donations. Other job duties may be assigned.

### **Meals on Wheels**

**Location-Conway Campus**

**Position-Prep Team & Cleaning Assistant (1 position available)**

**Hours-15 hours per week, (Mon. through Thurs. 10am-2pm)**

The prep team and cleaning assistant consist of chopping vegetables, baking cakes, boiling pasta, and various foods available to prepare for the day. Must be able to clean designated areas surrounding the kitchen. Other job duties may be assigned.

### **Meals on Wheels**

**Location-Conway Campus**

**Position-Team Lead & Administration Assistant (1 position available)**

**Hours-15 hours per week, (Mon. through Thurs. 10am-2pm)**

The team lead and administration assistant consist of facilitating early college students with assigned tasks by management and completing any administrative duties needed for the facility regarding meal deliveries. Other job duties may be assigned. Must have strong computer and leadership skills.

### **Paralegal**

**Location-Grand Strand Campus**

**Position- Paralegal Technology Assistant & Tutor (1 position available)**

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

Work study student(s) within the Paralegal Program will be assisting other paralegal students with technology issues related to synchronous course delivery and electronic textbook adoption. Students will also serve as Paralegal tutors for students who need assistance with paralegal coursework, study skills, organization, and other study-related issues.

To be considered for the position(s) students should have taken LEG courses for 1- 2 semesters with a 3.0 or higher GPA in their LEG course work and have excellent communication skills.

### **Recruitment**

**Location-Conway Campus**

**Position-Tour Guide Assistant (2 positions available)**

**Hours-10-20 hours per week (Mon.-Thurs. 8am-5pm and Fri. 8am-12:30pm)**

Job Duties Include:

- Conduct campus tours on Tuesdays and Thursdays from 2-3:30pm
- 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.*

## **Recruitment**

### **Location-Grand Strand Campus**

#### **Position-Tour Guide Assistant (2 positions available)**

**Hours-10-20 hours per week (Mon.-Thurs. 8am-5pm and Fri. 8am-12:30pm)**

Job Duties Include:

- Conduct campus tours on Tuesdays and Thursdays from 2-3:30pm
- 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.*

## **Tech Central**

### **Location-Conway Campus**

#### **Position-Tech Central Assistant (2 positions available)**

**Hours- 10-25 hours per week (Mon. through Thurs. 8am-5pm and Fri. 8am-12:30pm)**

The Tech Central Assistant would help with various tasks including but not limited to:

- Greet visitors and assist with check-in
- Provide general HGTC information
- Assist with navigating the admissions application
- Assist with financial aid processes
- Assist with advising/registration by connecting student with an advisor and demonstrating how to add/drop classes Create HGTC ID cards
- Assist with navigating myHGTC & D2L and provide basic troubleshooting of these platforms and other 3rd party resources
- Assist with day-to-day maintenance of Tech Central

- Participate in cross-training to provide general assistance in Student Affairs and during special events
- Assist with filing, shredding and other duties as assigned

## **Off Campus Opportunities**

### **Carolina Forest Elementary School**

**Location- 285 Carolina Forest Blvd, Myrtle Beach, SC 29579**

**Position-CFE Club Camp, America's Reading & Math Tutors (4 positions available)**

**Hours-15 hours per week (Mon. through Fri. 2pm-5:30pm)**

The work study tutor will be assisting with Carolina Forest 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, and social studies.
- Assisting elementary-level students with their homework and other task needed in major subjects listed previously.
- Monitoring, facilitating outside and inside games and parent pick up.

### **Carolina Forest Elementary School**

**Location- 285 Carolina Forest Blvd, Myrtle Beach, SC 29579**

**Position-Multi-Purpose Paraprofessional Assistant (4 positions available)**

**Hours-10-25 hours per week (Mon. through Fri. 10am-2 pm)**

The Multi-Purpose Paraprofessional assistant will help with Carolina Forest Elementary School's para team in the following:

- Monitoring, mentoring, and facilitating with students between the ages of 5 to 10 years old.
- Seasonal projects and fundraisers with the para team and students.
- General office help with staff.

### **EmpowerLit Literacy & Beyond**

**Location- 1745 Culbertson Ave. Myrtle Beach, SC 29577**

**Position-Marketing & Fundraising Assistant (2 positions available)**

**Hours-20 hours per week (Mon. through Fri. 9am-5pm)**

The Marketing and Fundraising position will support the nonprofit's mission to promote literacy by assisting with marketing campaigns, fundraising strategies, sponsorship outreach, and event planning. This position is ideal for students passionate about education, nonprofit work, and community engagement.

*See the appendix for more information.*

**Freedom Readers****Location- 1012 16<sup>th</sup> Ave. N., Surfside Beach, SC 29575****Position-Office Assistant (1 position available)****Hours-15 hours per week (Mon. through Thurs. 9am-4pm)**

The office assistant position will perform a range of basic office support activities for all departments, such as answering phones and directing calls, greeting and directing visitors, answering questions, and performing routine clerical, data entry, and/or word processing work as assigned.

*See the appendix for more information.*

**Kingston Elementary School****Location- 4580 HWY 472 Conway, SC 29526****Position-Kid Power, America's Reading & Math Tutors (3 positions available)****Hours-15 hours per week (Mon. through Fri. 2pm-6pm)**

The work study tutor will be assisting with Kingston 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, and social studies.
- Assisting elementary-level students with their homework and other task needed in major subjects listed previously.
- Monitoring, facilitating outside and inside games and parent pick up.

**Lakewood Elementary School****Location- 1675 Hwy 396 Myrtle Beach, SC 29576****Position-Cub Care, America's Reading & Math Tutors (3 position 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 Bowels of Mercy Home**

**Location- 114 East Broadway Street Johnsonville, SC 29555**

**Position- Social Media Coordinator Assistant (1 position available)**

**Hours-20-25 hours per week (Mon.-Fri. 10am-5pm)**

The Social Media Coordinator Assistant will be responsible for developing and implementing social media strategies to enhance our online presence, engage with our community, and promote our mission. This role involves creating and managing content and monitoring social media channels.

*See the appendix for more information.*

**Waccamaw Elementary School**

**Location- 251 Claridy Rd. Conway, SC 29526**

**Position- Kid Zone-America's Reading & Math Tutors (3 positions available)**

**Hours-15 hours per week (Mon. through Fri. 3pm-6pm)**

The work study tutor will be assisting with Waccamaw 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 and math.
- Assisting elementary-level students with their homework and other task needed in major subjects listed previously.
- Monitoring and facilitating outside and inside games.

## **Appendix**

### **On Campus Opportunities**

#### **Recruitment-Tour Guide Assistant-Conway/Grand Strand Campuses**

To apply for the Tour Guide Assistant 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

Mandatory job requirements if selected as a tour guide:

- Lead a minimum of 15 campus tours per academic year
- Assist in a minimum of 5 campus events per academic year

Tour Guide Assistants 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.

## Appendix

### Off Campus Opportunities

#### EmpowerLit- Literacy & Beyond- Marketing & Fundraising Assistant-Myrtle Beach, SC

##### Key Responsibilities:

- **Marketing:**

- Create and manage social media content to raise awareness of literacy initiatives.
- Design promotional materials such as newsletters, and graphics.

- **Fundraising and Sponsorships:**

- Research potential donors and corporate sponsors.
- Draft sponsorship proposals and donor outreach emails.
- Track fundraising progress and provide reports.

- **Grant Writing:**

- Research available grants aligned with the nonprofit's mission.
- Assist in drafting and editing grant applications to secure funding.

- **Event Planning:**

- Assist in organizing literacy events such as school visits and Read Across America Month programs.
- Coordinate event logistics, including scheduling, communication, and materials preparation.
- Collaborate with schools and community partners to implement events effectively.

##### Preferred Skills:

- Excellent written and verbal communication skills.
- Strong organizational abilities and attention to detail.
- Creativity in designing marketing and promotional content.
- Basic proficiency with social media platforms and tools (e.g., Canva, Mailchimp).
- Ability to work independently and as part of a team.

##### Preferred Majors:

- Marketing
- Communications
- Public Relations
- Literacy
- Business Administration
- Nonprofit Management
- Education Preferred GPA 3.0

## **Freedom Readers- Office Assistant-Surfside Beach, SC**

### **Overview:**

The office assistant position will perform a range of basic office support activities for all departments, such as answering phones and directing calls, greeting and directing visitors, answering questions, and performing routine clerical, data entry, and/or word processing work as assigned.

### **Essential Duties:**

- Assist with answering telephones, routes calls takes messages, and provides general information; greets and directs visitors; answers routine inquiries; maintains a log of inquiries as required.
- Performs a variety of routine assignments as appropriate to the position; may operate a personal computer to draft basic correspondence, enter data, and print letters, labels, reports, and/or other materials; types and mails from letters.
- Copies and/or duplicates materials as requested; may oversee the day-to-day operation of copy machine; may submit copying jobs to Office Depot.
- Establishes, maintains, processes, and/or updates files, records, and/or other documents. May perform specialized services of a routine clerical/administrative nature in strict accordance with established procedural guidelines, as appropriate to the position.
- May schedule or assist in scheduling appointments, meetings, and/or conferences, as appropriate to the position.
- Performs miscellaneous job-related duties as assigned.
- Provide project assistance to the Program Director and other staff as needed to support the mission of Freedom Readers.

### **Position Qualifications:**

- Minimum Job Requirements
- High School Diploma or GED; no previous experience required.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.
- Records maintenance skills.
- Ability to maintain calendars and schedule appointments.
- Ability to understand and follow specific instructions and procedures.
- Ability to prepare and print routine correspondence, labels, and/or other basic written material.
- Word processing and/or data entry skills.
- Skill in the use of operating basic office equipment.
- Receptionist skills.

**Physical Requirements:**

- No or very limited physical effort required.
- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment or at a Freedom Readers site.

Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities as the needs of the organization change. Job descriptions are subject to changes in business necessity and will be modified to reflect substantial changes.

**Lydia's Bowels of Mercy Home- Social Media Coordinator Assistant-Johnsonville, SC****Overview:**

The Social Media Coordinator Assistant will be responsible for developing and implementing social media strategies to enhance our online presence, engage with our community, and promote our mission. This role involves creating and managing content and monitoring social media channels.

**Key Responsibilities:****Content Creation and Management:**

- Develop, curate, and schedule engaging content for various social media platforms (e.g., Facebook, Twitter, Instagram, LinkedIn).
- Create visually appealing graphics, videos, and other multimedia content.
- Ensure all content aligns with the organization's brand voice and messaging.

**Social Media Strategy:**

- Develop and implement a comprehensive social media strategy to increase brand awareness and engagement.
- Identify target audiences and tailor content to resonate with them.
- Stay up to date with the latest social media trends and best practices.

**Community Engagement:**

- Monitor social media channels for comments, messages, and mentions.
- Respond to inquiries and engage with followers in a timely and professional manner.
- Foster a sense of community and encourage positive interactions.

**Collaboration:**

- Work closely with other departments, such as marketing, communications, and program teams, to ensure cohesive messaging and branding.

**Website Management:**

- Update and maintain the organization's website with fresh content, news, and events.
- Ensure the website is user-friendly and optimized for search engines (SEO).

**Qualifications:**

- Student majoring in marketing, communications, or a related field.
- Proven experience in social media management and content creation.
- Strong understanding of social media platforms, analytics tools, and best practices.
- Excellent communication and writing skills.
- Creative thinking and problem-solving abilities.
- Ability to work independently and as part of a team.

**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)