Tri-County Technical College
Federal Work-Study Program

Current Opportunities: Updated 7/15/16

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On-Campus

Accounting Office

Position: Administrative Assistant  
Department: Finance Office  
Supervisor: Debbie Norris  
Description: Student employee needed to assist with various tasks in the Business Office; included but not limited to: assisting Accounts Payable, assisting Grants Manager; and assisting Purchasing Department, with various daily tasks. Experience/knowledge of Microsoft Office pertinent.

Pay rate: $8.00  
Posted/Reposted: 06/09/2016  
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Admissions Office

Position: Tour Guide  
Department: Recruitment  
Supervisor: Christina Houck; Tiffany Blackwell  
Description: The primary role for a Student Tour Guide is to provide guidance and information about Tri-County Technical College to new students, their families and other campus visitors. The minimum expectations and responsibilities for Student Tour Guides include, but are not limited to:

• Tours  
Guiding tours is the most visible aspect of the job, and can be a very influential factor in a prospective student's decision to attend Tri-County. Student Guides must be able to tell stories, answer questions, and relay pertinent information to prospective students and their families about all facets of the TCTC experience. This also requires an ability to convey important marketing and public relations points. Training is provided.

• Office Work  
In-office work is plentiful and students who are not giving tours are expected to do daily office tasks (filing, mailings, organizing, etc.) during their weekly office hours. At times throughout the year office work may be the main activity for a tour guide.

• Phone-a-Thons  
Students will utilize some of their hours calling students at various parts of their admissions process, to encourage them to attend events, and help register students for orientation.

• Other Duties  
Participation in special on-campus events and other meetings are also required.

Qualifications

The minimum qualifications for Student Tour Guides include:

• Currently enrolled Tri-County student taking at least 6 Credits  
• Good academic standing, with a preferred cumulative GPA of 2.5 or above.  
• Remain in good academic standing with the College during your tenure in the position and conduct yourself in an appropriate manner both in person and electronically via the Internet (Twitter, Facebook, etc).  
• Demonstrate the ability to be reliable, responsible, confident, and flexible.  
• Understand and support the purpose of the Admissions and Recruitment Office.  
• Demonstrate the ability to work effectively with a diverse group of team members, students, parents, and faculty and staff.  
• Demonstrate a desire to help others learn about college life at Tri-County.

Pay rate: $8.00
Advising Office

**Position:** Administrative Assistant  
**Department:** Advising Office  
**Supervisor:** Mary Heyer  
**Description:** Assist Student Success Coach (SSC) Advising offices with day to day operations. Duties include answering a variety of questions, assist students with eTC and programs within eTC, answering phones, data entry, and scheduling appointments. Ability to assist students with using a computer is required. Ability to follow and carry out directions and tasks. Strong technology, customer service, and multi-tasking skills. Must maintain and understand the importance of confidentiality of information. Knowledge of Microsoft Office and use of eTC is preferred.

**Pay rate:** $7.75

**Posted/Reposted:** 06/09/2016

Automotive Technology

**Position:** Automotive Technology Student Employee  
**Department:** Automotive Technology  
**Supervisor:** Trent Hulehan  
**Description:** Seeking an Automotive student to be responsible for keeping the automotive labs clean and maintaining the automotive equipment and supplies.

**Pay rate:** $8.50

**Posted/Reposted:** 06/09/2016

Biology

**Position:** Lab Assistant  
**Department:** Biology  
**Supervisor:** Kevin Foley  
**Description:**  
1. Help gather equipment/materials for lab exercises.  
2. Promote safety in the laboratory by activities such as the following:  
   - dispose of broken glassware safely in a broken-glass box;  
   - wipe up spills;  
   - notify supervisor if aware that equipment is not working properly.  
3. Perform regular laboratory maintenance activities such as:  
   - wash glassware by hand or with dishwasher, as appropriate;  
   - autoclave materials as needed;  
   - Refill student stations with supplies (paper towels, water, disinfectant and glassware cleaner).

**Pay rate:** $7.75

**Posted/Reposted:** 06/09/2016

Pendleton: [Click here to APPLY](Pendleton)  
Anderson: [Click here to APPLY](Anderson)
Easley:  Click here to APPLY (Easley)

Bookstore

**Position:** Bookstore Student Employee  
**Department:** Bookstore  
**Supervisor:** Josh Wrightson  
**Description:** Provide excellent customer service by operating cash register and assisting customers. Duties include stocking shelves, running errands on campus, and pricing goods. Computer experience a plus!  
**Pay rate:** $7.25  
**Posted/Reposted:** 06/30/2016  
Click here to APPLY

Business Training Center

**Position:** Accelerated Learning Center Administrative Assistant  
**Department:** CE Business Training Center  
**Supervisor:** Sandra Strickland  
**Description:** Assist the Accelerated Learning Center for Office Professionals program manager with the day to day operations of the Learning Center. Duties include assisting students, filing, student registration, book inventory, and assisting with grading assignments. Ability to assist students with using a computer is required. Knowledge of Microsoft Office is preferred.  
**Pay rate:** $7.75  
**Posted/Reposted:** 06/09/2016  
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Café

**Position:** Kitchen Assistant  
**Department:** Café  
**Supervisor:** Sandra Dacus  
**Description:** Assist in the College Cafe kitchen by washing dishes, cleaning counter and tables, and running errands.  
**Pay rate:** $7.25  
**Posted/Reposted:** 06/09/2016  
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Career Services

**Position:** Career Services Job Placement Administrative Assistant  
**Department:** Career Services  
**Supervisor:** Cheryl Garrison  
**Description:** General office tasks: Creating basic spreadsheets to assist the Job Placement Coordinator in tracking job placements and work-based learning candidates, preparing materials used in presentations as directed, typing documents, use of social media to post job opportunities to students, and filing. Duties could include: answering phone, greeting visitors, scheduling appointments, monitoring computers and printer in lab, provide computer assistance as needed; assist students with using College Central Network, SCOIS, Kuder and Perfect Interview.  
**Pay rate:** $7.75  
**Posted/Reposted:** 06/09/2016  
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Computer Information Technology

**Position:** Computer Information Technology Student-Employee  
**Department:** Computer Information Technology  
**Supervisor:** Suzanne Konieczny  
**Description:** Duties may include tutoring for CIT Courses, lab maintenance, and administrative duties.  
**Pay rate:** $8.00  
**Posted/Reposted:** 06/09/2016  
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Connect to College

**Position:** Administrative Assistant  
**Department:** Connect to College  
**Supervisor:** Cathy Strasser  
**Description:** The student worker will primarily help C2C’s Program Resource Assistant with a variety of clerical, office, and general support duties. Work assignments might include (but not be limited to) answering the phone and directing callers, taking messages, filing, preparing handouts or other documents for Overview Sessions or meetings, entering data into program databases, and maintaining orderly storage areas. Occasionally the student worker might be asked to provide C2C students with basic academic support such as helping them locate information in eTC, access course materials through Blackboard, etc. (Connect to College is a dual credit dropout recovery program for youth between the ages of 17-21. Students earn credit applicable to a high school diploma, which is awarded by their sponsor high school, and credit from Tri-County Technical College, which is applicable to a postsecondary credential).  
**Pay rate:** $7.75  
**Posted/Reposted:** 07/15/2016  
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Criminal Justice

**Position:** Criminal Justice Student-Employee  
**Department:** Criminal Justice Department  
**Supervisor:** Chris McFarlin  
**Description:** The CRJ Work Study will be available to assist the CRJ Faculty and Staff will daily clerical duties as well as specific program and event needs. General duties may include, but are not limited to, the following: creating file folders, creating and formatting word documents, running errands, equipment maintenance, and other clerical duties. Specific program and event needs may include, but are not limited to, the following: CRJ career fair and law enforcement banquet setup, organization, and cleanup as well as advisory committee meeting assistance. CRJ Work Study may be required to attend and assist with events on satellite community campuses in Anderson and Easley.  
**Pay rate:** $7.75  
**Posted/Reposted:** 06/09/2016  
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Dental Assisting

**Position:** Administrative Assistant  
**Department:** Dental Assisting  
**Supervisor:** Donna Palmer  
**Description:** The student will be responsible for filing documents, organizing information, sending information to print shop, typing small documents and assisting adjunct faculty.
Financial Aid

**Position:** Administrative Assistant
**Department:** Financial Aid
**Supervisor:** Betty Fant
**Description:** Student will assist with a variety of office duties. Some may include coverage of the front desk, answering customer phone calls and emails, imaging files, filing, logging incoming paperwork, creating files, maintaining spreadsheets, assisting with special projects.

Attention to detail, dependability, and a willingness to work hard a must.

**Pay rate:** $7.75
**Posted/Reposted:** 06/09/2016
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Financial Aid Office Event Planner

**Position:** Financial Aid Office Event Planner
**Department:** Financial Aid
**Supervisor:** Michelle Jacobson
**Description:**
• Research and Plan Monthly Events
• Create and Organize Materials for Events
• Act as a Financial Literacy Advocate around Campus
• Completing Print Shop Orders
• Participating in Financial Literacy Events
• Comfortable Speaking to Small Groups

Preferred Qualifications:
• Comfortable with using the Internet for Research Purposes
• Microsoft Office Experience Preferred
• Ability to be Self-Motivated
• Comfortable Working with Others
• Time-Management and Organizational Skills

**Pay rate:** $8.50
**Posted/Reposted:** 06/09/2016
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General Electronics Engineering

**Position:** GET Tutor
**Department:** General Engineering Technology
**Supervisor:** Mandy Orzechowski
**Description:** The General Engineering Technology (GET) Program needs a second year GET student to assist with tutoring first year GET students.

**Pay rate:** $8.50
**Posted/Reposted:** 06/09/2016
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**HVAC Industrial Maintenance**

**Position:** HVAC Student-Employee  
**Department:** Industrial Maintenance HVAC  
**Supervisor:** Justin Herndon  
**Description:** Student employee will work with HVAC department faculty and staff in keeping up the department and materials. HVAC background is preferred. Need to be able to lift 50 pounds, work in the heat, follow directions, and be self-directed in completing required tasks as outlined by the faculty and staff.  
**Pay rate:** $8.50  
**Posted/Reposted:** 06/09/2016  
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**Media Technology and Arts**

**Position:** Lab Technician  
**Department:** Media Technology and Arts  
**Supervisor:** John Woodson  
**Description:** Student employee will maintain audio/radio edit labs and equipment and perform other duties as assigned. Social Media skills a plus.  
**Pay rate:** $8.50  
**Posted/Reposted:** 06/09/2016  
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**Patriots’ Place**

**Position:** Patriots’ Place Student Assistant  
**Department:** Student Development  
**Supervisor:** Stephanie Winkler  
**Description:**  
1. Serve as a resource in Patriots’ Place and work to connect student veterans and their families with Veterans Administration (VA) resources and other resources.  
2. Assist TCTC Enrollment and Admissions to develop a recruiting and retention plan for student veterans  
3. Communicate important information and deadlines to student veterans.  
4. Assist with creating and implementing veteran events (planning, advertising, set up, etc.)  
5. Assist in keeping Patriots’ Place stocked with supplies, brochures, etc. and assist in keeping space clean and functional.  
**Pay rate:** $7.50  
**Posted/Reposted:** 06/09/2016  
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**Printing and Postal Services**

**Position:** Printing and Postal Services Student-Employee  
**Department:** Print Shop Operations  
**Supervisor:** Denise Hall  
**Description:** Student employee will assist Printing and Postal Services staff by collating, drilling, cutting, binding and stuffing printed materials. Processing duplication request and delivering items to departments.
Public Relations

Position: Public Relations Student-Employee  
Department: Public Relations  
Supervisor: Lisa Garrett  
Description: The hired student employee will assist with the following duties:  
• Assist with mass mailings from the President’s Office and Public Relations Office  
• Maintain College newspaper clippings and distributions  
• Create new files for employees, events, and programs  
• General office duties such as filing, copying, and answering phones  
• Assist with College events  
• Be proficient in Excel and work in database to track RSVPs for events, create nametags by sorting attendees and merging names with Word template, merge attendees with Word letter  
• Restock three-county library racks with College catalogs and curriculum brochures.  
• Assist the Director of Public Relations and Communications with meeting preparation by making packets, coordinating audio-visual needs, reserving conference room, etc.  

Pay rate: $7.50  
Posted/Reposted: 06/09/2016  
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SC Accelerate (EIT)

Position: Administrative Assistant/Tutor  
Department: SC ACCELERATE  
Supervisor: Emma Campbell  
Description: Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.  
Review files, records and other documents to obtain information to respond to request.  
Compile, copy, sort, and file records of office activities as needed.  
Answer telephones, direct calls, and take messages.  
Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.  
Provide personal instruction to individual or a small group of people to improve academic performance, improve occupational skills, or prepare for tests.  
Assist students with study skills, note taking skills and test taking strategies.  

Pay rate: $8.50  
Posted/Reposted: 06/09/2016  
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Student Records

Position: Digital Imaging Associate  
Department: Student Records  
Supervisor: Scott Harvey  
Description: Under the general supervision of the Registrar, the Digital Imaging Associate will provide imaging support in Student Records.  

Pay rate: $7.75  
Posted/Reposted: 06/09/2016  
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**Tutoring Center**

**Position:** Tutoring Center Student-Employee  
**Department:** Advising/Tutoring  
**Supervisor:** Pat Seawright  
**Description:** Student Employee will exhibit the following attributes and skills:  
- a desire to do good work;  
- punctuality and good attendance;  
- a pleasant demeanor that contributes to a calm atmosphere;  
- the ability to handle receptionist’s duties, including greeting clients and answering the phone;  
- decision-making skills to answer client’s questions, as well as questions from tutors and faculty, about any aspect of the Tutoring Center at any of the three campuses;  
- the ability to keep up with a complicated schedule of appointments, tutoring sessions, drop-in sessions, and subject areas;  
- excellent computer skills, especially EXCEL and WORD;  
- excellent keyboarding skills;  
- the ability to set up spreadsheets of tutoring data;  
- the ability to create charts/graphs depicting the data;  
- the ability to determine which issues need to be reported to the coordinator;  
- the ability to create and maintain files of tutoring records;  
- the willingness to help maintain a neat, clean, and orderly Tutoring Center (light custodial duties);  
- the ability to help with updating tutor information and the Tutoring Handbook;  
- the willingness to perform other similar duties that may arise and that are mutually agreed upon between the work study and the coordinator.  
**Pay rate:** $8.50  
**Posted/Reposted:** 06/09/2016  
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**Veterinary Technology**

**Position:** Animal Caretaker  
**Department:** Veterinary Technology  
**Supervisor:** Debbie Thrasher  
**Description:** Student employees' duties will consist of: cleaning and disinfecting animal areas, walking dogs, washing, drying and folding laundry, and other duties as assigned. This position requires the ability to read, write, and speak English, the ability to lift a minimum of 50 pounds, and the demonstrated ability to get along with animals.  
**Student must not be a veterinary technology student.**  
**Pay rate:** $7.25  
**Posted/Reposted:** 06/09/2016  
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**Welding Technology**

**Position:** Welding Student-Employee  
**Department:** Welding Technology  
**Supervisor:** Paul Phelps  
**Description:** Student employee will work with welding department faculty and staff in keeping up the department equipment and materials. Welding back ground preferred. Need to be able to lift 50 pounds, work in the heat, follow directions, and be self-directed in completing required tasks as outlined by the faculty and staff.  
**Pay rate:** $8.50  
**Posted/Reposted:** 06/09/2016  
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Off-Campus

Anderson District 4

Position: Academic Assistant
Department: Anderson School District 4
Supervisor: Dr. Avery

Description:
• Assists students with academic support in math and reading
• May provide assistance in small groups or 1:1
• Works to ensure instructional goals as determined by the teacher
• Supports teacher’s instructional plan

Qualifications:
Two-year degree or two years of college (60 semester hours) or passing score on Praxis Parapro Assessment; Experience in working with early childhood school-aged students; teamwork skills necessary; good attendance; strong classroom management skills.

Pay rate: $8.00
Posted/Reposted: 06/09/2016
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Position: Computer Technician
Department: Anderson School District 4
Supervisor: Dr. Avery

Description:
• Installs, maintains, and repairs computer equipment in the district including computers, laptops, and tablet devices, etc.
• Troubleshoots computer problems for users.
• Sends computer equipment that cannot be repaired by staff to Central Office for repair.
• Monitors and verifies completeness of equipment repairs made by vendors.
• Prepares annual inventory of all computer equipment and systems, including age, condition and location.
• Maintains inventory of parts needed for computer repairs and/or replacement.
• Assists with training school personnel in the proper use of computer equipment.
• Participates in staff development programs.
• Promotes good public relations through professional and ethical execution of job responsibilities.
• Performs other duties as directed.

Qualifications:
Experience in device repair and maintenance and network trouble shooting and installation preferred; Knowledge of and experience with Windows 7, Windows 8.x; and Familiarity with Ethernet network topologies preferred.

Pay rate: $8.00
Posted/Reposted: 06/09/2016
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Anderson District 5

Position: AVID Tutor
Department: Anderson School District 5, Multiple Locations
Supervisor: Location Specific
Description: AVID tutors are college students who work in middle and high school classrooms with secondary students who have the determination to be successful in college but are in need of additional support and encouragement to get there. Their primary role is to conduct tutorial sessions that underscore the principle of collaborative learning and the practice of students teaching other students through discussion of class and text notes. AVID tutors are not expected to directly instruct students. For more information about AVID, visit www.AVID.org

AVID Tutors:

- Determine from student tutorial worksheets, notes, and discussions the concepts that need to be the focus of tutorial sessions.
- Facilitate tutorial learning process and implement AVID methodologies.
- Allow students to shoulder the responsibility for their own active learning while guiding them with strategies that they will become accustomed to using independently.
- Serve as coaches and role models for AVID students in behavior, attire, and work ethic.
- Monitor student progress during tutorials, providing feedback to students and teachers.
- Assist the students in maintaining the AVID binder with a calendar, assignment sheets, tutorial worksheets, and daily Cornell notes in all academic classes.
- Be positive and professional at all times.
- Assist in teaching study skills and other aspects of college preparation.
- Take responsibility for the tone and atmosphere of the AVID classroom.
- Acknowledge the individuality of all AVID students and work to develop their academic and personal pride.
- Encourage the students to enroll in college after high school graduation.
- Complete 16 hours of AVID tutor training

Other duties assigned by AVID Site Coordinator or AVID teacher relevant to program and student progress.
Pay rate: $8.00
Posted/Reposted: 06/09/2016

Click here to APPLY to Glenview Middle School of Choice
Click here to APPLY to Lakeside Middle School of Inquiry and Innovation
Click here to APPLY to Robert Anderson College and Career Academy
Click here to APPLY to TL Hanna High School
Click here to APPLY to Westside High School

Anderson Free Clinic

Position: Pharmacy Worker
Department: Anderson Free Clinic
Supervisor: Sherry Lawson
Description: Student employee will perform a combination of jobs from the following list:

Phone Answerer: retrieve phone messages as well as answer the phone. Basic computer knowledge is also necessary.

Prescription filler: finds correct medicine and count the proper amount that the script calls for.

Pharmacy Window Assistant: helps with giving out prescriptions to patients. Needs basic computer knowledge and is good with the public. Must know how to alphabetize, locate patients’ prescriptions and use a cash register.

Student may also cross train in another area of the clinic (such as medical or dental.) Must work well with others. Reliable attendance and punctuality essential.

Pay rate: $8.00
Posted/Reposted: 06/09/2016
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Position: Dental Assistant
Department: Anderson Free Clinic
Supervisor: Sherry Lawson
Description: Student employee will assist the dentist and/or dental assistants during AFC dental clinics. This will be ideal for students currently in the Dental Assisting or Pre-Dental Hygiene programs or someone interested in learning how to assist a dentist chair-side. When not assisting the dentist, the student will help with clerical duties including retrieving messages, calling patients for appointments and other related duties in the clinic. Basic computer knowledge, detail-oriented and methodical. Must work well with others. Reliable attendance and punctuality essential.

Pay rate: $8.00
Posted/Reposted: 06/09/2016
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Position: Administrative Assistant
Department: Anderson Free Clinic
Supervisor: Sherry Lawson
Description: Student employee will perform general office functions in the medical office, primarily answering the clinic phone, taking messages, retrieving messages from the message line and filing. Student may also cross train in another area of the clinic (such as pharmacy or dental.)

General office and telephone skills needed include pleasant, clear telephone voice. Basic computer knowledge, detail-oriented and methodical. Must work well with others. Reliable attendance and punctuality essential.

Pay rate: $8.00
Posted/Reposted: 06/09/2016
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Little John Community Center
Position: Administrative Assistant/Tutor
Department: Little John Community Center
Supervisor: Judy Randolph
Description: Student will assist with general office duties, assist with tutoring as well as the after school program.

Pay rate: $8.00
Posted/Reposted: 06/09/2016
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Oconee Restoration Thrift Store

**Position:** Thrift Store Associate  
**Department:** The Oconee Restoration Thrift Store  
**Supervisor:** Kay Miller  
**Description:** Student employee will receive donations, sort and hang items, assist customers, and assist with light custodial duties.  
**Pay rate:** $8.00  
**Posted/Reposted:** 06/21/2016  
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Tamassee DAR School

**Position:** Thrift Store Associate  
**Department:** Tamassee DAR School  
**Supervisor:** Jan Honeycutt  
**Description:** Student employee will receive donations, sort and hang items, assist customers, and assist with light custodial duties.  
**Pay rate:** $8.00  
**Posted/Reposted:** 06/09/2016  
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**Position:** Donations Attendant  
**Department:** Tamassee DAR School  
**Supervisor:** Jan Honeycutt  
**Description:** Intake of clothing/material donations; Sorting and inventory of donations for child/family services; Inventory and organization of Supply closets; Filling supply orders for Cottages; Assisting Child/Family Services in other miscellaneous tasks.  
**Pay rate:** $8.00  
**Posted/Reposted:** 06/09/2016  
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Foothills YMCA

**Position:** Administrative Assistant  
**Department:** Foothills YMCA  
**Supervisor:** Lindsey Watley  
**Description:** The Foothills YMCA was founded in 1894 and is currently located at 621 N. Townville Street Seneca, SC 29678. Our YMCA’s mission is to serve the youth and families in the Clemson, Central and Oconee area through healthy living, youth development and social responsibility. For this work study position we are looking for an individual who exemplifies our mission statement. Day to day operations for this position include:  
50% - Data entry and receiving/placing phone calls.  
20% - Filing and general office maintenance (cleaning, organizing, and folding marketing material).  
20% - General research and reporting to respective department  
10% - Distribution of marketing material  
**Pay rate:** $8.00  
**Posted/Reposted:** 06/09/2016  
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