

## Early Care and Education Federal Work Study

**DEPARTMENT:** Early Care and Education

**JOB TITLE:** Federal Work Study

**SUPERVISOR:** Meredith Dickens, Head of ECE Department  
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### **DUTIES:**

This student employee will assist with in class technology demands for our Hybrid Synchronous classes. The student employee will monitor the online platform chats and assist with set up and breakdown of the technology components required to support teaching a half live/half online class. Occasional organization or cleaning of materials may also be required to support the functionality of the classroom experience for ECE students.

### **QUALIFICATIONS:**

Ideal candidates for this job will be dependable and responsible, have the ability communicate effectively and work independently when necessary, effectively use Microsoft Office applications, and agree to adhere to confidentiality as required by FERPA.

### **SCHEDULE:**

The schedule for this job is flexible during the hours of 8:00 a.m. through 5:00 p.m.

**HOURS PER WEEK:** 15-20 hours per week, dependent upon work load

**PAY INFORMATION:** \$10 per hour

**Location:** Pendleton Campus