Early Care and Education Federal Work Study

DEPARTMENT: Early Care and Education

JOB TITLE: Federal Work Study

SUPERVISOR: Meredith Dickens, Head of ECE Department
Fulp Hall, FP-207
Mmcclur2@tctc.edu
864-646-1417

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