

FEDERAL WORK STUDY PROGRAM

College Carpentry/ Construction Management

Location: Griffin M-Thur7:00 a.m. 4:30 p.m.

Supervisor: Billy Elliott Hourly Rate: $10.00

Under general supervision, provides assistance to students, instructors, staff members and the general public while working in the **Carpentry/Construction Management** department. Greets visitors in a pleasing manner; determines the nature of their business, and provides appropriate information to other employees as needed; answers, screens and routes telephone calls promptly and courteously to appropriate staff; delivers complete, accurate and legible messages in a timely manner. Properly responds to all inquiries and requests for information in a courteous and timely manner.

Assists with setting up and maintaining the lab and classroom areas; ensures necessary equipment and/or materials are available in preparation for classes; assists with special projects related to the Carpentry and Construction Management program; assists with maintaining an orderly and clean environment in and around the office and lab; maintains hand tools and lab materials; and assists with setting up lab projects, etc.; performs other duties as necessary.

Accepts direction and feedback from supervisors and follows through appropriately.

Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes policies on break and lunch periods; uses work time appropriately.

Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility; displays a "can do" approach to work.

Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events.

**Minimum Qualifications:**
Knowledge of basic safety, hand and power tools. Self-starter, excellent interpersonal and customer service skills; highly organized, strong verbal communications skills. knowledge of college activities and operations; ability to utilize a copy and fax machine; must have the ability to bend, climb, lift, stoop and crawl; ability to lift up to 25 pounds and demonstrates a professional demeanor when interacting with customers.

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