



Federal Work Study Position Description

Position Title:
Student Activities Work Study

Supervisor Name:
Diane Mazza

Department:
Student Services

Supervisor Phone Number:
828-297-2185

Physical Job Location (room/building):
Room 126 Building 460

Approximate Hours Per Week:
10

Position Requirements

Student must have a respectful and professional attitude since they will represent CCCTI. Student's schedule must be set and adhered to. Ability to work with students as well as CCCTI staff.

Primary Job Duties

Assist with phone calls, finding vendors for e-procurement, details relating to coordination of activities, office organization, keep food pantry and pink closets stocked.