



**2023-2024
Work Study Positions**

Scholarships & Financial Aid
2550 US Hwy 70 SE
Hickory, NC 28602
Phone: (828) 327-7000 ext. 4220

DEPARTMENT	JOB DESCRIPTION	HOURS PER WEEK	QUALIFICATIONS
<i>Community Development & Public Service</i>	Clerical - Assist with paperwork filing for classes (CPR, defensive driving, auto dealer etc.), answer phone calls, organize supplies, and assist with SummerScapes Programs	15 hours	Highly organized, strong customer service skills
<i>Learning Assistance Center (LAC)</i>	Peer Tutor. Assist students in improving academic achievement. Review class material, discuss text, review test questions, generate ideas for papers, work on solutions to problems.	10 hours	Successful Completion of 12 credit hours of coursework at CVCC Letter grade of "A" or "B" in the course(s) to be tutored and/or teacher recommendation
<i>School of Health Education</i>	Organize and maintain department files, electronic rosters, and department supplies. Help with Department tours	10 hours	Ability to lift & carry 30 lbs
<i>Student Services</i>	Receptionist – Duties include, but not limited to, greeting students, staff, and faculty as they enter, answering and routing phone calls, and other duties on an as-needed basis	15 hours	Able to work midday (lunch hours) and/or in evening

Interested applicants must submit a 2023-2024 Federal Work Study Application. Application may be uploaded to our secure mailbox at <https://cvcc.tech/finaidfr>, mailed, faxed securely to 828.624.5208, or delivered in person to Student Services.