

# Work Study Positions and Training Schedule

Updated: **December 13, 2010 at 2:02 p.m.**

*Listing is for qualified students of Ogeechee Technical College  
(Must pre qualify to be a work study)*

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\* Students wanting a work study position **must attend** one of the scheduled training sessions.

(Training sessions are offered the first two days of each new quarter)

\* Please note the qualifications section at the bottom of this listing.

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Work study **contracts** for Winter 2011 (201103) will be ready to sign at the Financial Aid Office (see Ms. Simmons) starting: **TBD**.

(Yes...if you have been approved (e-mail from HR) you may start working prior to signing your contract)

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**Note: Work Study Pay/Checks**—Effective July 1, 2010 all state employees will receive their pay through direct deposit (direct deposit must be set up by you for this to happen—see the Human Resource Office for the required paperwork). If you fail to set up your direct deposit your pay check will be mailed directly to your home address—the address you provided to the Human Resource Office (this may be different from the address you have provided as part of your official school records). Please allow around three business days for checks to arrive if mailed—checks are mailed from Atlanta.

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## **Next Work Study Scheduled Training Sessions and FERPA Information**

Where: **Ogeechee Tech's Auditorium in the Joe Kennedy Building**

When: (Winter Quarter—201103)

Monday, January 10, 2011

9:00 a.m.

12:00 p.m.

Tuesday, January 11, 2011

5:00 p.m.

**Work Studies that were employed Fall Quarter 2010 (201102) need not attend if being re-hired for Winter Quarter 2011 (201103)—contact the Counselor's Office or Financial Aid for an application (but you must reapply and be approved).**

**Note: All work studies must abide by FERPA guidelines--What is FERPA?**

The [Family Educational Rights and Privacy Act](#) of 1974, also known as the Buckley Amendment, protects the privacy of student records. The Act provides for the right to inspect and review education records, the right to seek to amend those records, and to limit disclosure of information from the records. The Act applies to all institutions that are the recipients of federal funding. Access the following Web link to obtain additional information: <http://www.ogeecheetech.edu/admissions/FERPA.html>.

(Please contact the Counselor's Office or Career Services (Room 143E) for questions concerning scheduled training sessions.)

Note: Please be advised that a conviction for any offense, during a period of enrollment for which the student is receiving Title IV (Pell funding qualifies) Higher Education Act (HEA) program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility of any Title IV, HEA grant, loan, or work study assistance (HEA Sec. 484(r)(1)): <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2010831rev>.

## **Work Study Positions within/through Ogeechee Tech**

**(Winter Quarter 2011—201103)**

### **FEDERAL WORK STUDY POSITIONS**

**Last “Work Day” for Winter Quarter: TBD**

**(The last day a work study can work Winter Quarter—as stated in your contract.)**

**Last “Work Day” for Fall Quarter: December 17, 2010**

**(The last day a work study can work Fall Quarter—as stated in your contract.)**

(Work study positions are currently being offered at: \$8.00 per hour)

Please **keep checking this site**—positions will be removed/updated as they are filled.

Once approved for a work study position (approval should be received via your Student E-mail from the Ogeechee Tech Human Resource Office) you may contact the following areas below to interview/reserve a position:

### **Positions Available for Winter Quarter 2011 (201103)**

(Currently 35 Slots Allotted—**Note: All positions currently filled.**)

- **ADMISSIONS** (3 Slots see below)—Assemble files, make copies, and file. Must be a careful worker and willing to work in enclosed area. Apply to:
  - Laura Saunders—Room 106 (**3 Slots**)
  
- **AMERICA READS TUTOR—Metter** (3 Slots see below)—Read and work with children in grades K-3 at Metter Elementary School in Metter. Apply to:
  - Letrell Thomas—Room 146C (**3 Slots**)

- **ASSESSMENT SERVICES** (1 Slots see below)—File, copy, type, data entry, answer phones, contact employers, etc. Must be an accurate and careful worker, show up for work when scheduled and communicate “very well”. Prefer someone able to work three consecutive hours per day. Apply to:
  - Ken Bryant—Room 706 (1 Slot)
- **BUSINESS OFFICE** (2 Slots—see below)—Type purchase orders, file, assist with accounting work and inventory, run errands, make copies, etc. Apply to:
  - Tonya Mercer-McMillian—Room 614 (2 Slots)
- **CAREER SERVICES AND COUNSELING** (1 Slots see below)—File, copy, type, data entry, answer phones, contact employers, etc. Must be an accurate and careful worker, show up for work when scheduled and communicate “very well”. Prefer someone able to work three consecutive hours per day. Apply to:
  - Brian Russell/Larry Bowen—Room 143E (1 Slot)
- **ECONOMIC DEVELOPMENT** (2 Slots see below)—File, copy, type, answer telephones, etc. Apply to:
  - Kathleen Kosmoski—Room 133 (2 Slots)
- **FINANCIAL AID** (3 Slots see below)—Scan, copy, type, answer telephones, make packets, etc. Apply to:
  - Melba Williams—Room 146A (1 Slot)
  - Denise Roberts—Room 146C (1 Slot)
  - Ann Simmons—Room 146B (1 Slot)
- **INFORMATION TECHNOLOGY** (1 Slot see below)—Under general supervision, installs and maintains work stations and other related technology, including software. Should be detail oriented and have the ability to organize and maintain informational technology support inventory. Must be extremely trustworthy due to the nature of the position. Apply to:
  - Jeff Davis—Room 339 (1 Slot)
- **Recruitment and Retention Services** (1 Slot see below)—File, copy, type, answer telephones, mail letters, etc. Apply to:
  - LeAnne Robinson—Room 108 (1 Slot)
- **REGISTRAR** (3 Slots see below)—File, copy, type, answer telephones, mail letters, etc. Apply to:
  - Jan DiNitto—Room 143B (3 Slots)
- **SPECIAL POPULATIONS AND DISABILITY AND STUDENT SUPPORT SERVICES** (1 Slots see below)—File, copy, type, data entry, answer phones, contact employers, etc. Must be an accurate and careful worker, show up for work when scheduled and communicate “very well”. Prefer someone able to work three consecutive hours per day. Apply to:
  - Kelli Waters/Penny Hendrix—Room 143H (1 Slot)

- **INSTRUCTION** (14 Slots—see below)—Perform duties for instructors. Make copies, run errands, and prepare handouts or as listed below. Apply to:

Adult Literacy—Apply as listed below (1 total see below)

- Michael Burrell—Adult Education (Bulloch Center), call 912-871-1721/1645 **(1 Slot)**  
General office duties; filling, copying, data entry, answering phones, etc.

Dean Barton—Apply as listed below (1 total see below)

- General Education Department—Matthew Gainous, Room 518 **(1 Slot)**  
General office duties; filling, copying, data entry, answering phones, etc.

Dean Groover—Apply as listed below (5 total see below)

- Academic Affairs Department—Dean Groover, Room 808 **(2 Slots)**  
General office duties; filling, copying, data entry, answering phones, etc.
- Business Department (Accounting/Computers)—Cindi Mills, Room 155 **(1 Slot)**  
General office duties; filling, copying, data entry, answering phones, etc.
- Business Department (Business/Marketing)—Pearl Johnson, Room 152 **(1 Slot)**  
General office duties; filling, copying, data entry, answering phones, etc.
- Human Services Department (Culinary/Cosmetology/Hotel/MSD)—Betty Robbins, Room 801 **(1 Slot)**  
General office duties; filling, copying, data entry, answering phones, etc.

Dean Allen—Apply as listed below (7 total see below)

- Health Sciences Department—Jennifer Witherington, (Dean Allen) Room 507 **(1 Slot)**  
General office duties; filling, copying, data entry, answering phones, etc.
- Health Sciences Department—Tom Safrin, Mobile Unit D (across the street—behind UPS), **(1 Slot)**  
General office duties; filling, copying, data entry, answering phones, etc.
- Health Sciences Department—Dr. Janice Grumbles, Room 879, (Alternate: Billie Walker) **(1 Slot)**  
General office duties; filling, copying, data entry, answering phones, etc.
- Health Sciences Department—Scott Lloyd, Room 540, (Alternate: Yvonne Jenkins) **(1 Slot)**  
General office duties; filling, copying, data entry, answering phones, etc.
- Health Sciences Department—Karen Grabenstein, Room 586, (Alternate: Deborah Scott) **(1 Slot)**  
General office duties; filling, copying, data entry, answering phones, etc.
- Health Sciences Department—Marilyn Turner, Room 587, (Alternate: Anne Gailey) **(1 Slot)**

General office duties; filling, copying, data entry, answering phones, etc.

- Health Sciences Department—Sandra Durrence, Room 558, (Alternate: Constance McClain) (1 Slot)  
General office duties; filling, copying, data entry, answering phones, etc.

(Please contact the Career Services Office for questions concerning work study positions—Room 108.)

### **To qualify for a Work Study position you must:**

- Attend a “Work Study Training Session”—scheduled sessions are offered the first two days of each new quarter—check with your school counselor, Career Services or Financial Aid (FA) for additional information
- Be approved for Pell financial aid
- Be enrolled in at least six quarter hours of course credits—dropping below six hours while working as a work study makes you ineligible for the program and employment must be terminated—please notify Financial Aid if you drop below six credit hours
- Be cleared and approved by Financial Aid at OTC—you will receive a Banner Web e-mail
- Secure a position from the Faculty or Staff member hiring (see current openings above)
- Obtain an acceptable background check (file from the HR Office)
- Be approved by the HR Office (will notify by e-mail—after results of background check has been received)
- Complete a contract and submit it to the HR Department—see Financial Aid.
- May be other qualifying requirements not listed—check with your Financial Aid advisor or Career Services

**Contact the Career Services Office (phone number 912-486-7402, at Ogeechee Technical College in the JEK Building, Room 143E) for additional information about work study positions.**

*As set forth in its student catalog, Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Title IX Coordinator, Kelli Waters, Special Populations and Equity Coordinator, Office 143H in the Joe Kennedy Bldg., Phone 912.871.1885. Section 504/ADA Coordinator, Penny Hendrix, Disability and Student Support Services Coordinator, Office 171E in the Joe Kennedy Bldg., Phone 912.486.7211.*