



2024-2025
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>Alexander Complex</i>	Front Desk Representative – Greet and welcome desks; answer questions, answer incoming telephone calls, redirect hem, or take messages; receive letters, packages and distribute them; take on other duties as assigned	10 hours	Familiar with office machines (printers), knowledge if MS Office. Customer service oriented
<i>Campus Store</i>	Assist with fulfilling online and store orders, stock and reorganize the floor, and assist with other campus store items as needed.	10 hours	Retail knowledge preferred. Able to lift 25 lbs.
<i>Office of Student Access & Engagement</i>	Assist with loading and unloading Hawk's Nest, as well as organize supplies, monitor day to day activities, and keep area clean. Assist with club activities and meetings as well as other campus events	10 hours	Able to lift at least 50 lbs. Customer service oriented
<i>Visual Arts</i>	Help with general studio organization. Open studio lab monitoring and provide ceramic studio assistance	10 hours	Ability to lift 20 lbs. Familiar with the art studio area and practice.

If interested, submit a 2024-2025 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.

*** All applicants must have a completed 2024-2025 FAFSA**