Veteran Services Assistant

Hours Per Week: 11

Number of Open Positions: 1

Job Summary

The Veteran Services Work-Study Assistant provides front-line support to the Veterans Services Office by serving as the initial point of contact for veteran and military-connected students. This position assists with triaging student inquiries, answering phone calls, responding to routine questions, and directing students to appropriate resources or staff. The role supports efficient office operations while enhancing access and customer service for veteran students.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Serve as the first point of contact for veteran and military-connected students, both in person and by phone
- Triage incoming student questions and determine appropriate next steps or referrals
- Answer routine, non-nuanced questions related to veteran services, office procedures, and general college processes
- Respond to basic email and phone inquiries in a professional and timely manner
- Schedule appointments and assist with managing office traffic and workflow
- Provide general information regarding VA education benefits and required documentation (without advising on complex or case-specific issues)
- Maintain confidentiality of student information in accordance with FERPA and institutional policies
- Assist with light administrative tasks as needed to support daily operations of the Veterans Services Office

Minimum Qualifications

- Must be an eligible work-study student
- Must be a veteran or military-connected student enrolled at the institution
- Strong communication and interpersonal skills
- Ability to provide professional customer service in a student-facing environment
- Basic computer skills, including email and office software
- Ability to follow instructions, maintain confidentiality, and work independently

Preferred Qualifications

- Prior experience working in a customer service, administrative, or front-desk role
- Familiarity with military culture and veteran student needs
- Strong organizational skills and attention to detail

Working Conditions

- Office-based, student-facing environment
- Regular interaction with students, faculty, and staff
- Position requires sitting, standing, and light clerical activity
- May involve moderate phone and computer use

This position reports to:
Dave Daniels, Boyd Library 122
3395 Airport Rd
Pinehurst, NC 28374

ITS/Telecom Assistant

Hours Per Week: 12

Number of Open Positions: 1

Job Summary

We are seeking a motivated and tech-savvy student worker to assist with the support of the 3CX campus wide phone system. The ideal candidate will assist with content updates, system testing, and user support (training, social media, video).

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Upkeep phone/equipment inventory datasheet
- Program VoIP phones, make changes to exiting (add, move, changes)
- Extremely comfortable engaging with people in person and over the phone
- Performs other college assignments as the situation dictates and pertains to ITS and Telecom
- Troubleshoot minor technical issues and escalate when necessary
- Maintain documentation of procedures, schedules, and content archives (webpage)

Minimum Qualifications

- Analytical and computer skills a plus.

Preferred Qualifications

- Analytical and computer skills a plus: Accounting and/or computer majors

Working Conditions

- Office environment

This position reports to:
Donald Crump Karst, Stone 205A
3395 Airport Rd
Pinehurst, NC 28374

Marketing Assistant

Hours Per Week: 8

Number of Open Positions: 1

Job Summary

Support the college's marketing team with needed requests as it relates to media relations, social media, website, layout and design support, research, and more.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Proofread marketing materials, website content, and communications for accuracy and consistency
- Assist with updating and maintaining website content, including posting campus events and announcements
- Collect, organize, and maintain media coverage and marketing files
- Perform occasional errands and tasks on campus in support of departmental needs
- Conduct research and compile information, data, and lists for marketing projects
- Utilize Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint

Minimum Qualifications

- High school diploma or equivalent
- Professional, friendly, and customer-service-oriented demeanor
- Ability to interact confidently with students, employees, and community members
- Dependable, organized, and able to complete assigned tasks independently

Preferred Qualifications

- Interested in English, communications, marketing, public relations, photography, video creation, social media, content creation.

Working Conditions

- Office environment

This position reports to:
Jennifer Pearce, Van Dusen 129
3395 Airport Rd
Pinehurst, NC 28374

Court & Beach Volleyball Assistant

Hours Per Week: 8

Number of Open Positions: 2

Job Summary

The primary goal of this position is to aid and support the Volleyball Coach. The Volleyball Student Assistant will help with various jobs such as laundry, computer work, filing, printing, scanning, etc. The ideal candidate will be a member of the Women's Volleyball Team. Must be able to work independently. Volleyball pre-season starts August 1st and runs year around.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Washing uniforms, drying, and putting back up in locker room
- Inputting stats through NJCAA
- Posting articles and pictures on the SCC Flyers Website
- Inputting camp information through Excel
- Putting video on Hudl for breakdown
- Working all home basketball games (nights and weekends)
- Helping with special events (banquet, pink out, tournaments, Hall of Fame, etc)

Minimum Qualifications

- Commitment to our Athletic Core Values: Respect, Integrity, Service, and Excellence
- Strong organizational skills
- Excellent verbal and written communication skills
- Computer literacy in word, excel, and powerpoint
- Ability to maintain confidentiality

Preferred Qualifications

College Volleyball Player

Working Conditions

Considerable time is spent at a desk using a computer. Will need to lift items ranging from 5lbs-20lbs

This position reports to:
Alicia Riggan, Dempsey 114
3395 Airport Rd
Pinehurst, NC 28374

Culinary Assistant

Hours Per Week: 6

Number of Open Positions: 1

Job Summary

The primary goal for this position is to aid and support the Culinary & Pastry Arts Department. The student will be responsible for cleaning and organizing the kitchen. The student would be expected to help maintain our high standards of sanitation in the kitchen. The ideal candidate would have strong organizational skills to help with receiving and storage of supplies. This student would also need to have a strong understanding of sanitation and safety in the kitchen.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Receiving and putting away dishes
- Organization of all food and janitorial storage
- Restocking of supplies
- Food prep/packaging
- Washing dishes
- Other duties as assigned

Minimum Qualifications

- Commitment to core value of helpfulness
- Strong organizational skills
- Excellent verbal and written communication skills
- Must be able to lift 50lbs
- Ability to maintain confidentiality

Preferred Qualifications

- ServeSafe Certified

Working Conditions

- Must be able to work consecutive hours standing.

This position reports to:
Erin Durkee, Little 105
3395 Airport Rd
Pinehurst, NC 28374

Student Life and Recruitment Assistant

Hours Per Week: 12

Number of Open Positions: 1

Job Summary :

The Student Life and Recruitment Work Study play a vital role in fostering an engaging, inclusive, and vibrant student community at Sandhills Community College. This position offers an exciting opportunity to help contribute to student life initiatives, assist in coordinating events, and assist in fostering and promoting our campus community. The ideal candidate will be a collaborative, creative, and organized professional.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Assist in planning, organizing, and executing a variety of campus events, activities, and workshops
- Assist the department in hosting events, including setup, registration, and participant engagement
- Assist in developing creative promotional materials through Canva for student events
- Assist with social media, updating campus bulletin boards, and other communication channels to raise awareness of student life and recruitment activities
- Train and be available to provide campus tours if needed
- Assist the office of Student Life and Recruitment with supply inventory and storage organization
- Assist with and restocking the Grab & Go and Food Pantry
- Occasionally assist with checking students in and out of the game room
- Filing, organizing and other duties as assigned by the Director of Student Life and Recruitment and the Senior Director of Enrollment and Student Experience

Minimum Qualifications

- Strong interpersonal skills, allowing effective communication with diverse student groups, faculty, and staff
- Proven self-starter and comfortable working independently and maintaining confidentiality
- Organizational abilities, with the capability to manage multiple tasks
- Creativity and innovation for event planning and promotional strategies tailored to a diverse student population
- Experience in basic graphic design tools for event promotion
- Team-oriented mindset, willing to collaborate effectively within a team environment

Preferred Qualifications

- Experience working with social media platforms

Working Conditions

Considerable time spent sitting or standing with the ability to life up to 25lbs.

This position reports to:
Kirsten Walter, Dempsey 232
3395 Airport Rd
Pinehurst, NC 28374

Game Room Attendant Work Study

Hours Per Week: 10

Number of Open Positions: 1

Job Summary

The Game Room Attendant's primary responsibilities include consistent monitoring of the Dempsey Student Center game room/student life area, proper check in/check out of the game room, the check in/check out of the drop-in intramural equipment maintaining the game room/student life area. The Game Room attendant will be responsible for assisting the Director of Student Life & Student Life Associate in maintaining a positive atmosphere for all students as well as other duties pertinent to student engagement and retention. The ideal Game Room attendant will be organized, helpful, responsible and personable.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Check students in and out of the game room
- Monitor student conduct (according to Student Code of Conduct)
- Maintain order and clean the game room/student life area.
- Maintain positive atmosphere by building relationships with students
- Keep inventory of game room and intramural equipment
- Ensure equipment is only used and checked out by current SCC students with a current SCC ID
- Notify Director of Student Life immediately of any equipment damage or missing items
- Assist with and restocking the Grab & Go and Food Pantry

Minimum Qualifications

- Strong interpersonal skills and ability to communicate effectively with students and employees
- Self-starter with the ability to work independently and manage multiple tasks efficiently

Preferred Qualifications

- Preferred experience with gaming consoles such as PlayStation, Xbox, and Nintendo Switch.

Working Conditions

- Considerable time is spent at a desk using a computer.
- Must be able to lift 20lbs

This position reports to:
Kirsten Walter, Dempsey 140A
3395 Airport Rd
Pinehurst, NC 28374

Student Records Assistant

Hours Per Week: 12

Number of Open Positions: 1

Job Summary

Provide administrative support to the Registrar's Office by assisting with student records management, customer service, graduation processing, and special projects. This position offers an opportunity to gain experience in higher education administration while supporting student success and institutional operations.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Print and prepare academic evaluations and other records-related documents
- Assist with processing and organizing graduation applications for departmental review
- Review attendance reports and Moodle rosters for accuracy and follow-up
- Provide courteous customer service to students, faculty, staff, and visitors in person and by phone
- Assist with preparations and administrative tasks related to the College's Commencement Ceremony
- Scan and upload documents into student electronic records systems.

Minimum Qualifications

- Strong verbal and written communication skills
- Excellent organizational skills and attention to detail
- Proficiency in Microsoft Office applications, including Word, Excel, and Outlook

Preferred Qualifications

- Knowledge of college programs, campus resources, and registration processes
- Previous office, administrative, or customer service experience

Working Conditions

- Office environment with extensive computer use
- Primarily seated work with occasional standing, filing, bending, or stooping
- Occasional lifting and moving of boxes, diploma covers, commencement materials, and records-related supplies
- Frequent interaction with students, faculty, staff, and visitors

This position reports to:
Laura Flynn, Stone 124
3395 Airport Rd
Pinehurst, NC 28374

Gardens Assistant

Hours Per Week: 8

Number of Open Positions: 1

Job Summary

The Gardens Assistant supports the daily operations of the Sandhills Horticultural Gardens by providing administrative assistance, helping with events and volunteer activities, and contributing to a welcoming environment for visitors, volunteers, and staff. This position offers valuable experience in office administration, event support, and public engagement within a unique garden setting.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Perform data entry and maintain accurate electronic and paper records
- Monitor email communications and assist with responding to inquiries
- Organize, file, and maintain departmental documents and materials
- Create or assist with promotional materials, newsletters, and other communications projects
- Support volunteer coordination efforts and special projects as assigned
- Assist with general office duties to support the operations of the Gardens

Minimum Qualifications

- Proficiency in Microsoft Office applications, including Word, Excel, and Outlook

Preferred Qualifications

- Familiarity with Canva or a willingness to learn design and content creation tools
- Strong listening and interpersonal skills
- Professional phone etiquette
- Creative mindset with experience or interest in content creation and marketing

Working Conditions

- Primarily office-based work in a friendly and collaborative environment
- Frequent interaction with supervisors, garden staff, volunteers, and visitors
- May occasionally share workspace with volunteers or visitor information staff
- Extensive computer use with occasional filing, organizing materials, and answering phones

This position reports to:
Marcia Woodfield, Ball Visitor Center
3395 Airport Rd
Pinehurst, NC 28374

RFC Attendant

Hours Per Week: 8

Number of Open Positions: 2

Job Summary

The Russell Fitness Center (RFC) Staff position will be responsible for assistance in daily cleaning and maintenance of equipment. This person will be responsible for the check-in desk and greeting all users as they come in to use the RFC. RFC staff is responsible for updating the bulletin board outside the RFC regularly and providing information on fitness related activities on campus to users.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Manage and clean equipment and supplies in the Russell Fitness Center
- Ensure a safe and inclusive environment in the fitness center that promotes positive student engagement
- Monitor fitness center usage, enforce policies, and track data as needed for reporting
- Assist in coordinating and promoting fitness-related events and wellness programming for the college community

Minimum Qualifications

- Ability to lift 50 lbs

Preferred Qualifications

- Some knowledge of fitness center activities and a basic understanding of how to use fitness center equipment.

Working Conditions

- Primarily indoor work in an office environment.

This position reports to:
Ryan Riggan, Dempsey 232
3395 Airport Rd
Pinehurst, NC 28374

CoLaS Assistant

Hours Per Week: 8

Number of Open Positions: 1

Job Summary

The primary goal of this position is to aid and support the skills lab faculty, simulation faculty, and the instructional support technician in the nursing department. The assistant will maintain orderliness and cleanliness of the nursing labs and assist faculty with setup and breakdown of lab activities and use of basic simulation and virtual reality equipment. The ideal candidate will have strong organizational skills, attention to detail, an interest in learning new things, and the ability to work independently.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Set up activity stations and simulation environment.
- Take down and clean up of equipment after completion of activities.
- Maintain cleanliness of manikins, rooms, and equipment.
- Maintain orderliness and neatness of supply areas.
- Administrative duties include word processing, copying, scanning etc.
- Assist with use of basic simulation and virtual reality equipment.
- Other duties as assigned.

Minimum Qualifications

- Commitment to SCC core values (integrity, helpfulness, excellence, respect, and opportunity)
- Strong organizational skills
- Excellent verbal and written communication skills
- Computer literacy
- Dependable work habits
- Ability to maintain confidentiality

Preferred Qualifications

- Creative thinker and problem solver
- Knowledge of healthcare terminology

Working Conditions

Office and lab environment which requires walking and standing, moving equipment, bending and reaching.

This position reports to:
Heather Zerbel, Foundation 1019
3395 Airport Rd
Pinehurst, NC 28374

Basketball Assistant

Hours Per Week: 10 and 6

Number of Open Positions: 2

Job Summary

The primary goal of this position is to aid and support the Basketball and Court Volleyball programs. The basketball work study's will call lines during court volleyball season. The ideal candidates would be members of the basketball team or members of one of the athletic teams at Sandhills.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Serve as a line judge during home court volleyball matches by determining whether balls are in or out of bounds.
- Assist volleyball officials and athletics staff during home contests.
- Arrive at assigned athletic events at least 30 minutes prior to the scheduled start time and remain until event completion.
- Wash, dry, fold, and organize basketball practice gear and team laundry.

Minimum Qualifications

- Commitment to core value of helpfulness
- Strong communication and interpersonal skills.
- Dependable with a strong commitment to completing assigned responsibilities.
- Ability to perform tasks with attention to detail and accuracy.

Preferred Qualifications

- Experience working athletic events or supporting sports programs.

Working Conditions

Primarily located in the gymnasium and athletic facilities.

This position reports to:
Mike Apple , Dempsey 107
3395 Airport Rd
Pinehurst, NC 28374

Library Assistant

Hours Per Week: 8

Number of Open Positions: 1

Job Summary

The primary goal of this position is to aid and support circulation desk activities in the library. The Library Circulation Assistant will primarily perform shelving of books and other library materials. This student would be expected to learn the Library of Congress Classification shelving scheme and how to use the Library Management System to successfully perform patron functions. The ideal candidate would have a skill set that includes technical competency, attention to detail and the ability to work independently.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Shelve library books in accordance with the Library of Congress Classification System.
- Straighten books on library shelves and perform shelf reading as needed.
- Create library circulation records and check in/check out of library materials.
- Assist Archivist with scanning materials for digital preservation as needed.

Minimum Qualifications

- Committed to SCC's core value of helpfulness.
- Physical ability to bend and reach while shelving books and pushing loaded book carts.
- Aptitude for learning computer-based library applications and use of associated equipment.

Preferred Qualifications

- Committed to SCC's core value of helpfulness.
- Physical ability to bend and reach while shelving books and pushing loaded book carts.
- Aptitude for learning computer-based library applications and use of associated equipment.

Working Conditions

- Considerable time is spent shelving books and other library materials. Some Saturday work may be required.

This position reports to:
Carl Danis, Boyd Library 106
3395 Airport Rd
Pinehurst, NC 28374

Writing Lab Associate

Hours Per Week: 10

Number of Open Positions: 1

Job Summary

The Writing Lab Student Associate will assist students and other staff in the Writing Lab to ensure that operations of the lab run smoothly. Responsibilities include greeting and supporting students and completing clerical duties. The Student Associate will follow the guidance of the Tutoring Center Coordinator.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Welcome students who enter The Writing/Speaking Lab
- Check students in and out; maintain tutor session records
- Tutor students with writing assignments
- Help maintain a clean, quiet, and productive workspace
- Follow the guidance of the Tutoring Center Coordinator
- Complete orientation training and periodic professional development
- Implement cleaning standards and manage end-of-day closure tasks
- Other duties as assigned

Minimum Qualifications

- Commitment to core value of helpfulness, excellence, respect, opportunity, and integrity
- 3.0 or higher in ENG 111; a letter of recommendation from your ENG 111 instructor must be submitted with your application
- Strong organizational skills
- Excellent verbal and written communication skills
- Computer literacy
- Excellent office organizational and time management skills
- Ability to maintain confidentiality

Preferred Qualifications

- Effective interpersonal and intercultural communication skills

Working Conditions

- Considerable amount of time is spent at a desk using a computer terminal

This position reports to:
Whitney Cherekos, Logan 119
3395 Airport Rd
Pinehurst, NC 28374

Speaking Lab Associate

Hours Per Week: 10

Number of Open Positions: 1

Job Summary

The primary goal of this position is to tutor students in areas of public speaking, professional communication, and other communication skills. The Speaking Lab Student Associate will provide relevant tutoring services in person and online using our virtual communication platform. This student would be expected to demonstrate quality communication skills and evidence-based techniques pursuant to effective tutoring and coaching. The ideal candidate would be able to work independently during tutoring sessions and cooperatively with fellow staff. The Student Associate will follow the guidance of the Tutoring Center Coordinator.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Tutor students in areas of public speaking, professional communication, and other communication skills.
- Complete orientation training and periodic professional development.
- Perform regular office duties as needed.
- Check students in and out; maintain tutor session records.
- Implement cleaning standards and manage end-of-day closure tasks.
- Other duties as assigned.

Minimum Qualifications

- Commitment to core value of helpfulness, excellence, respect, opportunity, and integrity.
- Completion of COM 231 with a B or higher; a letter of recommendation from your COM 231 instructor must be submitted with your application.
- Interest in coaching and tutoring public speaking, professional communication, and other communication skills.
- Effective verbal and written communication skills.
- Computer and technology literacy, including use of video recording and replay.
- Excellent office organizational and time management skills.
- Ability to maintain confidentiality.

Preferred Qualifications

- Completion of COM 120 and/or BUS 260 with a B or higher.
- Effective interpersonal and intercultural communication skills.

Working Conditions

- Considerable amount of time is spent at a desk using a computer terminal

This position reports to:
Whitney Cherekos, Logan 119
3395 Airport Rd
Pinehurst, NC 28374

Tutoring Center Student Associate

Hours Per Week: 10

Number of Open Positions: 1

Job Summary

The Tutoring Center Student Associate will act as the first point of contact within the Center. Customer service, in person and over the phone, is of the utmost importance. The ideal candidate should have strong organizational skills and be able to work independently.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Answer incoming calls and other communications.
- Check students in and out; record missed tutoring sessions.
- Assist students with the tutor request process.
- Provide tutoring services as needed.
- Implement cleaning standards and manage end-of-day closure tasks.
- Other duties as assigned.

Minimum Qualifications

- Commitment to core value of helpfulness, excellence, respect, opportunity, and integrity
- Excellent office organizational and time management skills.
- The ability to communicate effectively and professionally, both orally and in writing.
- Computer literacy skills.
- Ability to maintain confidentiality.

Preferred Qualifications

- Clerical and customer service experience

Working Conditions

- Considerable amount of time is spent at a desk using a computer terminal.

This position reports to:
Whitney Cherekos, Logan 119
3395 Airport Rd
Pinehurst, NC 28374

WCE Assistant

Hours Per Week: 6

Number of Open Positions: 1

Job Summary

The WCE Assistant provides administrative and customer service support to the Workforce Continuing Education (WCE) Department. This position assists students, prospective students, and staff with office operations, registration-related activities, data management, and special projects. The WCE Assistant serves as a positive representative of the department and helps promote Workforce Continuing Education programs and services.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Provide excellent customer service to students, prospective students, and the general public in person, by phone, and through email communication
- Assist with filing, record maintenance, and organization of departmental documents.
- Support Workforce Continuing Education graduation activities and special events.
- Perform other administrative and office support duties as assigned.

Minimum Qualifications

- Strong customer service and interpersonal skills.
- Effective verbal and written communication skills.
- Ability to interact professionally and courteously with students, staff, and the public.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Basic computer proficiency, including Microsoft Office applications and data entry.
- Reliable, dependable, and able to work independently.

Preferred Qualifications

- Previous office, administrative, or customer service experience.

Working Conditions

- Office environment with extensive computer use.
- Frequent interaction with students, staff, and community members.
- Primarily seated work with occasional standing, walking, filing, and organizing materials.

This position reports to:
Amy Caliri, Stone 118
3395 Airport Rd
Pinehurst, NC 28374

Boys and Girls Club Assistant (Community Service)

Hours Per Week: 8

Number of Open Positions: 1

Job Summary

The Program Aide/Youth Development Professional plans, implements and supervises members, and evaluates activities and outcomes within a specific program area, supporting our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship.

Must be available to work Monday-Friday from 2-6 PM.

Must be able to complete First Aid/CPR training.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Prepare Youth for Success
- Create an environment that facilitates the achievement of Youth Development Outcomes.
- Promote and stimulate program participation, especially for teens.
- Register new members and participate in their Club orientation process.
- Provide guidance and role modeling to members.
- Effectively implement and administer programs, services and activities for drop-in members and visitors.
- Monitor and evaluate programs, services and activities to ensure Club and child safety, quality programs and good appearance of the branch at all times. Track and assess outcomes through periodic activity reports.

Minimum Qualifications

- High school diploma or GED
- Experience in working with children
- Knowledge of youth development
- Ability to motivate youth and manage behavior problems
- Ability to deal with the general public
- Ability to plan and implement quality programs for youth
- Ability to organize and supervise members in a safe environment
- Valid State Driver's License

This position reports to:

Princess Threadgill - Sandhills Boys and Girls Club

Dana Cuellar - Financial Aid Advisor

Physical Plant Assistant

Hours Per Week: 12

Number of Open Positions: 1

Job Summary

Assisting the campus grounds crew with maintenance tasks

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Primary Duties:

- Cleaning up debris, blowing walk-ways/parking lots, weed removal, and other tasks within the maintenance department

Minimum Qualifications

- Able to follow directions, listen and communicate to supervisor and all employees.

Preferred Qualifications

- Experience with landscaping/grounds maintenance

Working Conditions

Work is primarily conducted outdoors throughout the year, in both warm and cool temperatures.

This position reports to:

Mark Pracht, McKean Hall

3395 Airport Rd

Pinehurst, NC 28374