



**AVAILABLE WORKSHIPS AS OF 7/13/10  
(On-Campus work opportunities)**

Department	Duties	Contact Method/Supervisor
<b>HCC HRD Program</b>	Office work consisting of filing paperwork and general administrative responsibilities	<b>See Mr. Lawrence Rm 332 Supervisor: Ms. Tiffany Hale</b>
<b>Science Department</b>	Lab assistant-preparing solutions and setting up lab activities, cleaning labs, glassware, take-down, run autoclave (sterilizer), make agar plates, inventory supplies, prepare requisitions, run errands, general office work.	<b>See Mr. Lawrence Rm 332 Supervisor: Dr. Julie Galvin</b>
<b>Information Systems</b>	Assist the computer technician in maintaining computer labs	<b>See Mr. Lawrence Rm 332 Supervisor: Mr. Jerry Thompson</b>
<b>Curriculum Dept.</b>	Typing skills, experience with copying and faxing documents.	<b>See Mr. Lawrence Rm 332 Supervisor: Dr. Harriet Morrison &amp; Mrs. Tuwana Jones</b>
<b>Advertising &amp; Graphic Design</b>	Monitoring the computer lab, assisting in updating and maintaining network, coaching student with Mac operating system and graphic software, proctoring the lab when the instructor is elsewhere.	<b>See Mr. Lawrence Rm 332 Supervisor: Mrs. Gloria Tysinger</b>
<b>Counseling Department</b>	Greet visitors, record messages, distribute messages, inform visitors of counselor's availability, direct and/or escort visitors to various areas of the campus, make photocopies, pick-up/deliver mail, and proofread documents.	<b>See Mr. Lawrence Rm 332 Supervisor: Dr. Carolyn Stuart &amp; Ms. Shauna Jones</b>
<b>Literacy Education</b>	Serve as a representative of HCC displays courtesy, tact, consideration, and discretion in all interactions with the public and student. Cooperate with and displays respect for supervisor in all interactions and in the performance of work responsibilities. Serve as a spokesperson for the literacy program, work cooperatively with literacy personnel. Conducts retention and follow-up of student attendance and maintain documentation. Prepare monthly reports documenting activities. Complete assignments accurately and within a given timeframe. Organize documents and any other duties assigned by supervisor.	<b>See Mr. Lawrence Rm 332 Supervisor: Mrs. Tamba Thompson</b>