JAMES SPRUNT COMMUNITY COLLEGE

FEDERAL WORK-STUDY POSITION VACANCY ANNOUNCEMENT

POSITION: Office Assistant

DEPARTMENT: Basic Skills

CONTACT PERSON: Keisha Jennette

CLASSIFICATION OF EMPLOYMENT: Part-Time/Temporary

SALARY: $ 8.00 per hour

HOURS PER WEEK: 10-15

TERM OF EMPLOYMENT: Fall & Spring

Description of Work:
The individual in this position will provide general office assistance to Basic Skills staff and instructors.

DUTIES/RESPONSIBILITIES:
Answer/direct phone calls
Create labels
Make copies
Maintain student files
Assist with Basic Skills special projects
Process incoming and outgoing mail
Other duties as assigned

SKILLS AND ABILITIES / COMPETENCIES:
Good Organization Skills
Being able to multi-task in an active environment
Operating office equipment, such as copier, fax, and/or scanner
Computer/typing skills
Good Written & Oral Communication Skills
Ability to use discretion appropriately
Ability to work with a diverse population
Ability to travel to other sites as needed
Must be able to complete task in a timely manner

APPLICATION INSTRUCTIONS: Must have a financial need as determined by the Free Application for Federal Student Aid (FAFSA) and complete a JSCC Federal Work-Study Employment Application. Work-study Employment Applications are found on-line at http://www.jamessprunt.edu/federal-work-study-program or can be obtained from the Financial Aid office.

Last updated 4/15/15