POSITION: Office Assistant

DEPARTMENT: Business Office

CONTACT PERSON: Donna Springfield

CLASSIFICATION OF EMPLOYMENT: Part-time/Temporary

TERM OF EMPLOYMENT: Fall & Spring

DESCRIPTION OF WORK:
This person provides support to the Controller and Business Office personnel. The primary purpose of the position is to provide general office assistance to the Business Office.

DUTIES/RESPONSIBILITIES:
Answer/direct phone calls
Filing
Make copies
Other duties as assigned

SKILLS AND ABILITIES/COMPETENCIES:
Good organizational skills
Being able to multi-task in an active environment
Operate office equipment, such as copier, fax and/or scanner
Computer/typing skills
Good written & oral communication skills
Ability to use discretion/Confidentiality

CLASSIFICATION OF EMPLOYMENT: Part-Time/Temporary

SALARY: $ 8.00 per hour HOURS PER WEEK: 12

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. Request application forms from the Financial Aid/Admissions Office.

Work-study Student: __________________________________________

Employer: ___________________________________________________