

JAMES SPRUNT COMMUNITY COLLEGE  
**FEDERAL WORK-STUDY**  
**POSITION VACANCY ANNOUNCEMENT**

**POSITION:** Office Assistant

**PURPOSE:** To assist with various tasks in an active office

**DEPARTMENT:** College Advancement

**CONTACT PERSON:** Stan Turbeville, Associate VP of College Advancement

**TERM OF EMPLOYMENT:** Fall & Spring

**DUTIES/RESPONSIBILITIES:**

- Scan, file, and keep accurate information
- Use discretion appropriately
- Assist staff members
- Assist parents/students accordingly
- Answer phone calls
- Take phone messages
- Pick up mail

**JOB QUALIFICATIONS:**

- Effective proofreader
- Phone etiquette
- Dependable
- Computer/typing skills
- Ability to get along well with others

**CLASSIFICATION OF EMPLOYMENT:** Part-Time/Temporary

**SALARY:** \$ 8.12 per hour                      **HOURS PER WEEK:** 10-12

**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.

JAMES SPRUNT COMMUNITY COLLEGE