

# James Sprunt Community College

## FEDERAL WORK-STUDY POSITION VACANCY ANNOUNCEMENT

<b>POSITION:</b>	Office Assistant
<b>DEPARTMENT:</b>	Barber School
<b>CONTACT PERSON:</b>	Patsy McCoy
<b>CLASSIFICATION OF EMPLOYMENT:</b>	Part-Time/Temporary
<b>SALARY:</b> \$8.12 per hour	<b>HOURS PER WEEK:</b> 10 – 15
<b>TERM OF EMPLOYMENT:</b>	Fall, Spring & Summer

### Description of Work:

This position provides support to the Continuing Education Barber School Coordinator and associated areas. The primary purpose of the position is to provide general assistance to the Barber Training Department.

### DUTIES/RESPONSIBILITIES:

- Answer/direct phone calls
- Create labels
- Make copies and keep Barber Student forms stocked
- Keep folders organized
- Input time into a spreadsheet daily
- Review forms from completion and accuracy
- Assist interested students with appropriate information
- Process incoming and outgoing mail
- Other additional duties and assignments as needed

### SKILLS AND ABILITIES / COMPETENCIES:

- Optimistic Attitude
- Good Organization Skills
- Capacity to multi-task in an active environment
- Operating office equipment, such as copier, fax, and/or scanner
- Computer/typing skills
- Good written and oral communication skills
- Ability to use discretion appropriately

**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.