

JAMES SPRUNT COMMUNITY COLLEGE
FEDERAL WORK-STUDY
POSITION VACANCY ANNOUNCEMENT

POSITION: Clerical Assistant

PURPOSE: To assist with general clerical duties

DEPARTMENT: Early Childhood/School-Age Education

CONTACT PERSON: Ashley Graham / Kris'T Sloan

TERM OF EMPLOYMENT: Fall & Spring

DUTIES/RESPONSIBILITIES:

- Light typing
- Filing / organizing course folders and binders
- Working with faculty
- Making copies
- Picking up mail
- Cleaning / organizing supplies
- Assembling lab materials
- Preparing bulletin boards

JOB QUALIFICATIONS:

- Copier experience / or ability to learn
- Computer / typing skills is a must
- Ability to get along well with others
- Dependable
- Positive

CLASSIFICATION OF EMPLOYMENT: Part-Time/Temporary

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

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.

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