

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

**POSITION:** Clerical Assistant

**PURPOSE:** To assist with general clerical duties

**DEPARTMENT:** English Department

**CONTACT PERSON:** Mary Ann Simmons

**TERM OF EMPLOYMENT:** Fall & Spring

**DUTIES/RESPONSIBILITIES:**

- Light typing
- Filing / organizing course folders and binders
- Working with faculty
- Making Copies
- Picking up mail

**JOB QUALIFICATIONS:**

- Copier experience / or ability to learn
- Computer/typing skills
- Ability to get along well with others
- Dependable
- Respectful

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

**SALARY:** \$ 8.12 per hour                      **HOURS PER WEEK:** 10-15

**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.

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