

**JAMES SPRUNT COMMUNITY COLLEGE**

**FEDERAL WORK-STUDY POSITION VACANCY ANNOUNCEMENT**

**POSITION:** Office Assistant  
**DEPARTMENT:** Financial Aid  
**CONTACT PERSON:** Tracy Ward  
**CLASSIFICATION OF EMPLOYMENT:** Part-Time/Temporary  
**SALARY:** \$ 8.12 per hour      **HOURS PER WEEK:** 10-15  
**TERM OF EMPLOYMENT:** Fall & Spring

**Description of Work:**

This position provides support to the Financial Aid Director and Financial Aid Officers. The primary purpose of the position is to provide general office assistance to the Financial Aid Department.

**DUTIES/RESPONSIBILITIES:**

- Answer/direct phone calls
- Create labels
- Maintain the FA bulletin board
- Make copies and keep FA forms stocked
- File student application folders alphabetically
- Disburse and collect FA forms from students
- Review forms for completion and accuracy
- Disburse FA forms to appropriate FA Officer
- Assist parents/students with completing the FAFSA
- Process incoming and outgoing mail
- Other duties as assigned

**SKILLS AND ABILITIES / COMPETENCIES:**

- Good Organization Skills
- Being able to multi-task in an active environment
- Operating office equipment, such as copier, fax, and/or scanner
- Computer/typing skills
- Good Written & 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.