

JAMES SPRUNT COMMUNITY COLLEGE
FEDERAL WORK-STUDY
POSITION VACANCY ANNOUNCEMENT

POSITION: Office Assistant

PURPOSE: To assist the Recruiter Technician/SGA Advisor

DEPARTMENT: SGA-Student Government Association

CONTACT PERSON: Tonda Clowney

TERM OF EMPLOYMENT: Fall & Spring

DUTIES/RESPONSIBILITIES:

- Heavy and accurate filing
- Making copies
- Light typing
- Answer/direct phone calls
- Post signs
- Assist with distribution of materials on campus
- Other duties as assigned

JOB QUALIFICATIONS:

- Some computer experience
- Great people skills
- Must be dependable
- Excellent organizational skills
- Typing skills

CLASSIFICATION OF EMPLOYMENT: Part-Time/Temporary

SALARY: \$ 8.12 per hour

HOURS PER WEEK: 8-10

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.

Work-study Student: _____

Employer: _____