

JAMES SPRUNT COMMUNITY COLLEGE
FEDERAL WORK-STUDY
POSITION VACANCY ANNOUNCEMENT

POSITION: Clerical Assistant

PURPOSE: To assist with general clerical duties

DEPARTMENT: Single Stop

CONTACT PERSON: Amber Martinez

TERM OF EMPLOYMENT: Fall & Spring

DUTIES/RESPONSIBILITIES:

- Answer/direct phone calls
- Point students to proper location
- File and keep accurate information
- Use discretion appropriately
- Assist staff members
- Assist students accordingly
- Take phone messages
- Pick up mail

JOB QUALIFICATIONS:

- Filing experience
- Phone skills
- Computer/typing skills
- Ability to get along well with others

CLASSIFICATION OF EMPLOYMENT: Part-Time/Temporary

SALARY: \$ 8.12 per hour **HOURS PER WEEK:** 10-12

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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