

JAMES SPRUNT COMMUNITY COLLEGE

FEDERAL WORK-STUDY

POSITION VACANCY ANNOUNCEMENT

POSITION: Clerical Assistant

PURPOSE: To assist with general clerical duties

DEPARTMENT: Workforce Investment Act (WIA)

CONTACT PERSON: Christy Jeffers or Deborah Williams

TERM OF EMPLOYMENT: Fall & Spring

DUTIES/RESPONSIBILITIES:

Answer multi-line phone. Manage front reception area. Take phone messages. File and keep accurate information. Make copies. Fax job applications or other customer information. Provide Customer Assistance. Assist staff member. Pick up mail

JOB QUALIFICATIONS:

Some Filing experience
Front-office appearance
Exceptional Phone skills
Strong computer/typing skills
Professional and courteous
Ability to get along well with others

CLASSIFICATION OF EMPLOYMENT: Part-Time/Temporary

SALARY: \$ 10.15 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 at the Financial Aid office.

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