

JAMES SPRUNT COMMUNITY COLLEGE
FEDERAL WORK-STUDY
POSITION VACANCY ANNOUNCEMENT

POSITION: Community Outreach Assistant

PURPOSE: To assist community service organization with performing public information and awareness duties.

AGENCY: Sarah's Refuge, Hwy 117 Warsaw, NC

CONTACT PERSON: Shavonia West

TERM OF EMPLOYMENT: Fall & Spring

DUTIES/RESPONSIBILITIES:

- Help produce and distribute public information
- Brochure for available services
- Make Copies
- File
- Various duties to promote the organization's services

JOB QUALIFICATIONS:

- Must have own transportation
- Pleasant personality and able to work with a diverse population
- Have a desire to enhance community
- Must be punctual, dependable and trustworthy
- Ability to follow directions

CLASSIFICATION OF EMPLOYMENT: Part-Time/Temporary

SALARY: \$ 10.15 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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