

JAMES SPRUNT COMMUNITY COLLEGE
FEDERAL WORK-STUDY
POSITION VACANCY ANNOUNCEMENT

POSITION: Office Assistant

PURPOSE: To assist with various tasks in an active office

DEPARTMENT: College Advancement

CONTACT PERSON: Ashley Graham, Associate VP of College Advancement

TERM OF EMPLOYMENT: Fall & Spring

DUTIES/RESPONSIBILITIES:

- Scan, file, and keep accurate information
- Use discretion appropriately
- Assist staff members
- Assist parents/students accordingly
- Answer phone calls
- Take phone messages
- Pick up mail

JOB QUALIFICATIONS:

- Effective proofreader
- Phone etiquette
- Dependable
- Computer/typing skills
- Ability to get along well with others

CLASSIFICATION OF EMPLOYMENT: Part-Time/Temporary

SALARY: \$ 10 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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