

James Sprunt Community College

FEDERAL WORK-STUDY POSITION VACANCY ANNOUNCEMENT

POSITION:	Office Assistant
DEPARTMENT:	Barber School
CONTACT PERSON:	Patsy McCoy
CLASSIFICATION OF EMPLOYMENT:	Part-Time/Temporary
SALARY: \$10 per hour	HOURS PER WEEK: 10 – 15
TERM OF EMPLOYMENT:	Fall & Spring

Description of Work:

This position provides support to the Continuing Education Barber School Coordinator and associated areas. The primary purpose of the position is to provide general assistance to the Barber Training Department.

DUTIES/RESPONSIBILITIES:

- Answer/direct phone calls
- Create labels
- Make copies and keep Barber Student forms stocked
- Keep folders organized
- Input time into a spreadsheet daily
- Review forms from completion and accuracy
- Assist interested students with appropriate information
- Process incoming and outgoing mail
- Other additional duties and assignments as needed

SKILLS AND ABILITIES / COMPETENCIES:

- Optimistic Attitude
- Good Organization Skills
- Capacity to multi-task in an active environment
- Operating office equipment, such as copier, fax, and/or scanner
- Computer/typing skills
- Good written and oral communication skills
- Ability to use discretion appropriately

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 from the Financial Aid office.