

JAMES SPRUNT COMMUNITY COLLEGE

FEDERAL WORK-STUDY POSITION VACANCY ANNOUNCEMENT

POSITION: Office Assistant

DEPARTMENT: Financial Aid

CONTACT PERSON: Sholanda Moore

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 Financial Aid Director and Financial Aid Officers. The primary purpose of the position is to provide general office assistance to the Financial Aid Department.

DUTIES/RESPONSIBILITIES:

- Answer/direct phone calls
- Create labels
- Maintain the FA bulletin board
- Make copies and keep FA forms stocked
- File student application folders alphabetically
- Disburse and collect FA forms from students
- Review forms for completion and accuracy
- Disburse FA forms to appropriate FA Officer
- Assist parents/students with completing the FAFSA
- Process incoming and outgoing mail
- Other duties as assigned

SKILLS AND ABILITIES / COMPETENCIES:

- Good Organization Skills
- Being able to multi-task in an active environment
- Operating office equipment, such as copier, fax, and/or scanner
- Computer/typing skills
- Good Written & 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.