

JAMES SPRUNT COMMUNITY COLLEGE
FEDERAL WORK-STUDY
POSITION VACANCY ANNOUNCEMENT

POSITION: Clerical Assistant

PURPOSE: To assist with general clerical duties

DEPARTMENT: General Education

CONTACT PERSON: Mary Ann Simmons

TERM OF EMPLOYMENT: Fall & Spring

DUTIES/RESPONSIBILITIES:

- Light typing
- Filing
- Working with faculty
- Making Copies
- Faxing
- Distributing mail / pick up mail
- Answering telephone

JOB QUALIFICATIONS:

- Filing experience a must
- Phone skills
- Computer/typing skills
- Ability to get along well with others
- Dependable

CLASSIFICATION OF EMPLOYMENT: Part-Time/Temporary

SALARY: \$ 10 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. Request application forms from the Financial Aid/Admissions Office.

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