

JAMES SPRUNT COMMUNITY COLLEGE  
**FEDERAL WORK-STUDY**  
**POSITION VACANCY ANNOUNCEMENT**

**POSITION:** Clerical Assistant

**PURPOSE:** To assist with general clerical duties

**DEPARTMENT:** Human Resources

**CONTACT PERSON:** Tonya Kenan

**TERM OF EMPLOYMENT:** Fall & Spring

**DUTIES/RESPONSIBILITIES:**

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

**JOB QUALIFICATIONS:**

- Filing experience a must
- Phone skills
- 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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