

JAMES SPRUNT COMMUNITY COLLEGE
FEDERAL WORK-STUDY
POSITION VACANCY ANNOUNCEMENT

POSITION: Clerical/Library Assistant

PURPOSE: To assist the Library Staff with the general duties of the daily activities in the library

DEPARTMENT: Library

CONTACT PERSON: Colleen Kehoe-Robinson

TERM OF EMPLOYMENT: Fall & Spring

DUTIES/RESPONSIBILITIES:

- Prepare and monitor Makerspace
- Collect the mail
- Check in magazines
- Display magazines
- Shelve books
- Assist patrons
- Perform duties as assigned by the library staff

JOB QUALIFICATIONS:

- Dependable
- Must be able to work independently
- Work well with others
- Follow instructions

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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