

JAMES SPRUNT COMMUNITY COLLEGE
FEDERAL WORK-STUDY
POSITION VACANCY ANNOUNCEMENT

POSITION: Clerical Assistant

PURPOSE: To assist with general clerical duties

DEPARTMENT: Student Services

CONTACT PERSON: Kelly English

TERM OF EMPLOYMENT: Fall & Spring

DUTIES/RESPONSIBILITIES:

- Answer phone calls/take messages/direct phone calls
- Uphold confidentiality/use discretion appropriately
- Assist parents/students accordingly with Application requirements/completion
- Pick up/disperse mail
- Assist with Student Services events as needed

JOB QUALIFICATIONS:

- Phone skills
- Computer/typing skills
- Ability to get along well with others

CLASSIFICATION OF EMPLOYMENT: Part-Time/Temporary

SALARY: \$10/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. 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.

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