



## **Federal Work-Study Position Vacancy Announcement**

**Position:** Office Assistant

**Department:** Barber School

**Contact Name:** Patsy McCoy

**Classification of Employment:** Part-Time/Temporary

**Salary:** \$10 per hour

**Hours Per Week:** 10-15

**Term of Employment:** Fall and Spring semesters

### **Duties/Responsibilities:**

- Answer/direct phone calls
- Create labels and keep folders organized
- Make copies and keep Barber Student forms stocked
- Input time into a spreadsheet daily
- Review forms for completion and accuracy
- Assist interested students with appropriate information
- Process incoming and outgoing mail
- Other additional duties and assignments as needed

### **Job Qualifications:**

- Optimistic attitude with good organization skills
- Capacity to multi-task in an active environment
- Computer/typing skills
- Good written and oral communication skills
- Ability to use discretion appropriately

**Application Instructions:** To apply, visit:

<https://www.schooljobs.com/careers/jamesspruntcc/workstudy/promotionaljobs>

Once your application is completed, email [smoore@jamessprunt.edu](mailto:smoore@jamessprunt.edu) with the following information: Name, Student ID #, Program of Study, and your desired position.

Each applicant must have a financial need as determined by the Free Application for Federal Student Aid (FAFSA).