



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

**Position:** Office Assistant

**Department:** College Advancement

**Contact Name:** Ashley Graham

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

**Salary:** \$10 per hour

**Hours Per Week:** 10-15

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

### **Duties/Responsibilities:**

Scan, file, and keep accurate information  
Ability to gather data, compile information, and prepare reports  
Assist staff members, parents, and students accordingly  
Answer phone calls  
Other duties as assigned

### **Job Qualifications:**

Professional telephone etiquette  
Dependable  
Proficient in MS Word, Excel, and PowerPoint  
Ability to get along well with others

**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).