



Federal Work-Study Position Vacancy Announcement

Position: Office Assistant

Department: College and Career Readiness

Contact Name: Sherri Thigpen

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
- 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 is a must
- Phone skills
- Computer/typing skills
- 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 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).