



Federal Work-Study Position Vacancy Announcement

Position: Clerical Assistant

Department: Continuing Education

Contact Name: Hannah Smith

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/copying/scanning experience a must

Telecommunication 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).