



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

**Position:** Clerical Assistant

**Department:** Human Resources

**Contact Name:** Tonya Kenan

**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, parents, and 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](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).