



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

**Position:** Clerical Assistant

**Department:** Information Technology

**Contact Name:** Katena Coor

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

**Salary:** \$10 per hour

**Hours Per Week:** 10-12

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

### **Duties/Responsibilities:**

Filing  
Typing and data entry  
Moving equipment (50 lbs.)  
Maintaining an equipment inventory  
Load software  
Do routine maintenance (windows, virus, software updates)  
Assist in organizing equipment and work orders  
Assisting with PC problems

### **Job Qualifications:**

Must be trustworthy  
Able to work independently and be dependable  
Some experience with computer software and hardware  
Experience with MS Office Suite  
Able to take instructions and complete tasks on PC's  
Problem solving skills a plus

**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).