



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

**Position:** Clerical Assistant

**Department:** Library

**Contact Name:** Colleen Kehoe-Robinson

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

**Salary:** \$10 per hour

**Hours Per Week:** 10-15

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

### **Duties/Responsibilities:**

Prepare and monitor Makerspace  
Collect the mail  
Check in magazines  
Display magazines  
Shelve books  
Assist patrons  
Perform duties as assigned by the library staff

### **Job Qualifications:**

Dependable  
Must be able to work independently  
Work well with others  
Follow instructions

**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).