



Federal Work-Study Position Vacancy Announcement

Position: Clerical Assistant

Department: NC Works/Workforce Investment Act (WIOA)

Contact Name: Lynne Moore

Classification of Employment: Part-Time/Temporary

Salary: \$11.50 per hour

Hours Per Week: 10-15

Term of Employment: Fall and Spring semesters

Duties/Responsibilities:

Answer multi-line phone and manage front reception area
Take phone messages, make copies, and fax job applications
File and keep accurate information
Provide customer assistance
Assist staff members
Pick up mail

Job Qualifications:

Some filing experience
Front-office appearance
Exceptional phone skills
Strong computer/typing skills
Professional and courteous
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).