



Federal Work-Study Position Vacancy Announcement

Position: Clerical Assistant

Department: Student Success Center

Contact Name: William Dean Miller

Classification of Employment: Part-Time/Temporary

Salary: \$10 per hour

Hours Per Week: 10-15

Term of Employment: Fall and Spring semesters

Duties/Responsibilities:

Alphabetize and reformat/re-label diskettes
Assist in recording student/faculty/staff usage of the ASC
Assist in maintaining appearance of the ASC and equipment
Answer phone and take messages
Run errands
Assist any of the staff in needed work
Assist students/faculty/staff with the use of ASC machines (copier, computer, video media, etc.)

Job Qualifications:

Ability to work under pressure
Must be dependable
Honest and willing to do various jobs
Some computer experience necessary
Some typing and word processing skills helpful

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).