

JAMES SPRUNT COMMUNITY COLLEGE
FEDERAL WORK-STUDY
POSITION VACANCY ANNOUNCEMENT

POSITION: Work Study Assistant for Customized Training Director

PURPOSE: To assist with compiling data, preparing class folders and cleaning out old file cabinets.

DEPARTMENT: Customized Training

CONTACT PERSON: Star Jackson

TERM OF EMPLOYMENT: Fall & Spring

DUTIES/RESPONSIBILITIES:

- Answer/direct phone calls
- File and keep accurate information
- Use discretion appropriately
- Assist staff members
- Take phone messages
- Type/compile documents and forms on the computer
- Sort through old paperwork and shred documents as needed
- Create and enter data into Excel spreadsheets

JOB QUALIFICATIONS:

- Must be able to operate a copier
- Detail oriented
- Phone skills
- Computer/typing skills are necessary
- Ability to get along well with others

Most of the work would be conducted at WestPark in Warsaw.
Some hours may be worked while on main campus.

CLASSIFICATION OF EMPLOYMENT: Part-Time/Temporary

SALARY: \$ 11.50 per hour **HOURS PER WEEK:** 10-12

APPLICATION INSTRUCTIONS: Must have a financial need as determined by the Free Application for Federal Student Aid (FAFSA) and complete a JSCC Federal Work-Study Employment Application. Request application forms from the Financial Aid/Admissions Office.

JAMES SPRUNT COMMUNITY COLLEGE