



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

**Position:** Clerical Assistant

**Department:** Esthetics

**Contact Name:** Blanca Salgado Herrera

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

**Salary:** \$13.00 per hour                      **Hours Per Week:** Up to 20hrs

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

### **Duties/Responsibilities:**

Answer phone calls/take messages/direct phone calls  
Uphold confidentiality/use discretion appropriately  
Assist parents/students accordingly with

### **Job Qualifications:**

Phone skills  
Computer/typing skills  
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 [dtyson@jamessprunt.edu](mailto:dtyson@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).