

JAMES SPRUNT COMMUNITY COLLEGE

**FEDERAL WORK-STUDY**

**POSITION VACANCY ANNOUNCEMENT**

**POSITION:** Clerical Assistant

**PURPOSE:** To assist with general clerical duties

**DEPARTMENT:** NC Works/ WIOA

**CONTACT PERSON:** Lynne Moore

**TERM OF EMPLOYMENT:** Fall & Spring

**DUTIES/RESPONSIBILITIES:**

Answer multi-line phone. Manage front reception area. Take phone messages. File and keep accurate information. Make copies. Fax job applications or other customer information. Provide Customer Assistance. Assist staff member. 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  
Preference to bi-lingual (English/Spanish)

**CLASSIFICATION OF EMPLOYMENT:** Part-Time/Temporary

**SALARY:** \$ 13.00 per hour

**HOURS PER WEEK:** 15-20

**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. Work-study Employment Applications are found on-line at <https://www.schooljobs.com/careers/jamesspruntcc/workstudy/promotionaljobs> or can be obtained at the Financial Aid office.

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