



Federal Work-Study

Business Office

Name of Position: Student Office Assistant – Business Office

Number of positions available for this posting: 2

Pay Grade and Classification: Grade II - \$8.00/hour

Hours per week: 15-20

Terms of Employment: Summer, Fall 2021

Name and Address of Employer:

Jackson State Community College
Business Office
2046 N. Parkway
Jackson, TN 38301

Supervisor:

Michelle Gurley
731-424-3520 ext. 50507
Mgurley2@jsgcc.edu

Location of Job Placement:

Business Office
Administration Building (ADM-121)

Purpose and Role of the Position:

- Assist the Business Office staff and answer the main phone line for the college.

Duties and Responsibilities:

- Assist the Business Office staff with general office duties including:
 - Answering the main phone line for the college and transferring calls to the appropriate departments
 - Assisting students with account questions
 - Scanning documents into the system
 - Verifying scanned documents

Qualifications:

- Preferred Qualifications
 - Previous customer service experience