



Federal Work-Study
Savannah – Hardin Center

Name of Position: Student Aide: Savannah – Hardin County Center

Number of positions available for this posting: 2

Pay Grade and Classification: Grade I - \$14.00/hour

Hours per week: 15 – 20

Terms of Employment: Fall, Spring

Name and Address of Employer:

Jackson State Community College
Savannah – Hardin County Center
840 S. Pickwick St.
Savannah, TN 38372

Supervisor:

Jan Rhodes
731-424-3520 ext. 50761
jrhodes@jsc.edu

Location of Job Placement:

JSCC Savannah – Hardin County Center
840 S. Pickwick St.
Savannah, TN 38372

Purpose and Role of the Position:

- Assist full-time staff with various tasks and duties
- Help fulfill the mission of the college

Duties and Responsibilities:

- Assist students with various needs
- Answer phones
- Filing
- Cleaning & Organizing
- Other administrative tasks as assigned

Qualifications:

- Required
 - High School Diploma
 - Confidentiality
 - Customer Service Experience

- Preferred
 - Microsoft Word and Excel experience
 - Work experience in an office setting
 - Proficient verbal and written communication skills