



Federal Work-Study
Student Office Assistant

Name of Position: Student Office Assistant

Number of positions available for this posting: 2

Pay Grade and Classification: Grade II - \$14.50/hour

Hours per week: 20

Terms of Employment: Fall, Spring

Name and Address of Employer:

Jackson State Community College
Athletics
2046 N. Parkway
Jackson, TN 38301

Supervisor:

Kevin Lynum
731-424-3520 ext. 50347
klynum1@jsc.edu

Location of Job Placement:

Gymnasium

Purpose and Role of the Position:

- To serve as the assistant to the athletic director
- To assist the athletic director with various functions

Duties and Responsibilities:

- Data Entry
- Organizing documents and files
- Game Day operations
- Assist in managing the fitness center
- Other administrative tasks as assigned

Qualifications:

- Preferred:
 - Passion to see JSCC Athletics excel
- Required:
 - High School Diploma or GED
 - Attention to Detail
 - Excellent Organizational Skills
 - Confidentiality