



Federal Work-Study
Student Office Assistant – Finance and Accounting

Name of Position: Student Office Assistant – Finance and Accounting

Number of positions available for this posting: 1

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

Hours per week: 20

Terms of Employment: Fall, Spring, Summer

Name and Address of Employer:

Jackson State Community College
Finance and Accounting
2046 N. Parkway
Jackson, TN 38301

Supervisor:

Helen Crouse
(731) 425-9586
hcrouse@jacc.edu

Location of Job Placement:

Finance and Accounting Offices

Purpose and Role of the Position:

- Assist the Finance and Accounting staff with clerical duties.

Duties and Responsibilities:

- Scan and file documents
- Verify documents for accuracy
- Assist with projects as needed

Qualifications:

- Required Qualifications
 - Attention to detail
 - Basic computer skills