

Number of Positions Available for this Posting 2



Student Employment Job Posting Form

Name of Position (see Student Employment Job Titles and Descriptions on page 2 of this form)
Student Aide - Savannah-Hardin County Center

Pay Grade Classification (see Pay Grade Classifications on page 2 of this form)
Grade 1 - \$14.00/hour

Hours/Week (Max of 20)
15-20

Term(s) of Employment (Select all that apply)
Fall Spring Summer

Name and Address of Employer
(School, Department, Public Service Agency, Nonprofit, etc.)
Jackson State Community College
Savannah-Hardin County Center
840 S. Pickwick St.
Savannah, TN 38372

Name of Supervisor
Jan Rhodes

Contact Information
Phone: 731-424-3520 Ext 50761
Email: jrhodes@jsgcc.edu

Location of Job Placement (Building, Off-site Location, Satellite Campus, Room #, etc.)
Jsgcc 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 and organizing
Other administrative tasks as assigned

Qualifications (Please list and differentiate between **Required** and **Preferred** Qualifications)

<u>High school diploma</u>	<u>Microsoft Word and Excel experience</u>
<u>Confidentiality</u>	<u>Work experience in an office setting</u>
<u>Customer service experience</u>	<u>Verbal and written communication skills</u>
<u>- Required -</u>	<u>- Preferred -</u>