



## **Federal Work-Study**

### **Student Office Assistant – Business, Industry, and Technology Division**

**Name of Position:** Student Office Assistant – Business, Industry, and Technology Division

**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  
Business, Industry, and Technology Division  
2046 N. Parkway  
Jackson, TN 38301

**Supervisor:**

Cathi Roberts  
(731) 424-3520 ext. 59584  
[croberts7@jsgc.edu](mailto:croberts7@jsgc.edu)

**Location of Job Placement:**

McWherter Building – MC 137

**Purpose and Role of the Position:**

- To assist the Business, Industry, and Technology Division, specifically the ENST program, with clerical work that may involve confidential records.

**Duties and Responsibilities:**

- Clerical filing of student records
- Assist with communications with outside partners
- Organize office to enhance efficiency
- Collaborate with manufacturing institute
- Assist with self-evaluations, event coordinating, and AMT data

**Qualifications:**

- Required Qualifications
  - Good customer service skills
  - Organization skills
  - Communication skills
- Preferred Qualifications
  - Clerical experience
  - Understanding of ENST and AMT policies
  - Microsoft Office experience