



Federal Work-Study
Gibson County Center

Name of Position: Student Office Assistant – Gibson Center

Number of positions available for this posting: 8

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
Gibson County Center
2071 US Highway 45 Bypass
Trenton, TN 38382

Supervisor:

Sherry Channell
731-425-8836
schannell@jsc.edu

Location of Job Placement:

Gibson County Center
Trenton, TN 38382
Room 109

Purpose and Role of the Position:

- To assist the Center Director with day-to-day operations at the Gibson County Center. The student worker will be in the role of an office assistant for the center.

Duties and Responsibilities:

- Answer phones and take messages
- Send/respond to emails
- Assist students with questions
- Greet visitors
- Give tours

- Assist with creative flyers/marketing for events
- Decorate bulletin boards
- Assist with basic cleanup and put away supplies
- Assist with room setup
- Make copies
- Organize folders
- Assist with center events
- Assist at community events

Qualifications:

- Preferred
 - Creative
 - Initiative
- Required
 - JSCC Student
 - Good Work Ethic
 - Team Player
 - Good Customer Service Skills