



Federal Work-Study

School of Math and Natural Sciences & Communications and Humanities

Name of Position: Student Aide – Various Departments

Number of positions available for this posting: 1

Pay Grade and Classification: Grade I - \$14.00/hour

Hours per week: 20

Terms of Employment: Fall, Spring, Summer

Name and Address of Employer:

Jackson State Community College
Financial Aid Office
2046 N. Parkway
Jackson, TN 38301

Supervisor:

Angela Parker
731-425-2645
aparker@jscc.edu

Location of Job Placement:

Walter L. Nelms Classroom Building
CLR 146, CLR 115A

Purpose and Role of the Position:

- Provide support for 2 offices in the Walter L. Nelms Classroom Building. Students selected for this position will assist Division Secretaries as listed below:
 - Angela Parker – Math and Natural Sciences
 - Stacey Williams – Communications and Humanities

Duties and Responsibilities:

- Filing
- Organizing paperwork, drawers, closets, and shelves
- Cleaning drawers, closets, and shelves
- Running various errands around campus as needed

- Assist with set-up and take-down of holiday decorations throughout the year
- Post departmental flyers around campus as needed
- Assist with set-up and take-down for speakers and events hosted by the department
- Clean science labs as needed, including washing test tubes
- Check and sort mail
- Assist with stocking and organizing office supplies

Qualifications:

- Students selected for this position will be trained in all necessary duties upon hire