



Federal Work-Study

Physical Plant

Name of Position: Student Office Assistant- Physical Plant

Number of positions available for this posting: 2

Pay Grade and Classification: Grade II: \$14.50

Hours per week: 20

Terms of Employment: Fall, Spring, Summer

Name and Address of Employer:

Jackson State Community College
Physical Plant
2046 N. Parkway
Jackson, TN 38301

Supervisor:

Preston Turner
(731) 424-3520 ext. 52619
pturner@jscc.edu

Locations of Job Placement:

Administration Building and Physical Plant

Purpose and Role of the Position:

- To assist the college receptionist with general office duties and the mail room.
- Deliver freight and assist with light-duty maintenance.

Duties and Responsibilities:

- Direct guests to the correct building and office on campus.
- Assist with general mail services such as stamping envelopes, filing incoming mail, and preparing bulk outgoing mail.
- Logging in and delivering freight that is received at Physical Plant to departmental secretaries.
- Assist with package pickup/delivery and logging freight at the dock.

Qualifications:

- Required Qualifications
 - Must know how to drive
 - Must be able to lift 50 lbs
 - Must be able to follow directions
 - Must be able to work independently, on occasion.
- Preferred Classifications
 - Previous customer service experience
 - Have a valid driver's license