



**Federal Work-Study**  
**Administration Building Receptionist**

**Name of Position:** Student Office Assistant – Physical Plant

**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  
Physical Plant  
2046 N. Parkway  
Jackson, TN 38301

**Supervisor:**

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

**Location of Job Placement:**

Administration Building

**Purpose and Role of the Position:**

- Assist the College receptionist with general office duties including: directing guests to the correct buildings and offices on campus, answering the main phone line for the College, transferring calls to appropriate departments as needed, and assist with package pickup/delivery and logging freight at the dock. Assist Business Services with general office duties including: scanning documents into the system, verifying scanned documents, answering Business Office calls and assisting students with account questions.

**Duties and Responsibilities:**

- Direct guests to the correct building and office on campus.
- Answer the main phone line for the College and transfer calls to the appropriate departments.
- Assist with package pickup/delivery and logging freight at the dock.

- Assist the Business Office staff with general office duties including: scanning documents into the system, verifying scanned documents, answering Business Office calls and assisting students with account questions.

**Qualifications:**

- Required Qualifications
  - Must be registered for at least six (6) credit hours as a JSCC student
- Preferred Qualifications
  - Previous customer service experience