



**Federal Work-Study**  
**Admissions and Records Office**

**Name of Position:** Student Office Assistant – Admissions and Records Office

**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  
Admissions and Records Office  
2046 N. Parkway  
Jackson, TN 38301

**Supervisor:**

Ruthea Coleman  
(731) 424-3520 ext. 50358  
[rcoleman@jscc.edu](mailto:rcoleman@jscc.edu)

**Location of Job Placement:**

Student Center  
Admissions and Records Office

**Purpose and Role of the Position:**

- Serve as an office assistant to the staff in the Admissions and Records office.

**Duties and Responsibilities:**

- Answer phones
- Assist students with questions about admissions and records
- Occasionally lead campus tours
- Assist full-time staff with various projects and tasks as assigned

**Qualifications:**

- Required Qualifications

- High school diploma
- Attention to detail
- Dedication to customer service
- Confidentiality
  
- Preferred Qualifications
  - MS Word and Excel experience
  - Office experience dealing with customers
  - Verbal and written communication skills
  - Prior data entry experience