



Federal Work-Study
College of Business, Industry, and Technology

Name of Position: Student Office Assistant

Number of positions available for this posting: 1

Pay Grade and Classification: \$14.50 Grade II

Hours per week: 20

Terms of Employment: Fall, Spring, Summer

Name and Address of Employer:

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

Supervisor:

Cathi Roberts
(731) 425-5984
croberts7@jsgc.edu

Locations of Job Placement:

MC137 McWherter Building

Purpose and Role of the Position:

- To assist the Work Based Learning Coordinator with clerical work, assist with management of confidential records, process student data, and other general office management tasks.

Duties and Responsibilities:

- General clerical duties that would include but are not limited to: file management, mail, phone calls, and typing
- Organize and manage recruitment materials
- Calendar of event development and maintenance

Qualifications:

Required:

- Proficient in Microsoft office
- Communication Skills
- Organizational skills

Preferred:

- Knowledge of the ENST Program