



**Federal Work-Study**  
**Institutional Advancement and Development**

**Name of Position:** Student Office Assistant – Office of Development

**Number of positions available for this posting:** 1

**Pay Grade and Classification:** Grade II - \$14.50/hour

**Hours per week:** 10-15

**Terms of Employment:** Fall, Spring, Summer

**Name and Address of Employer:**

Jackson State Community College  
Institutional Advancement and Development  
2046 N. Parkway  
Jackson, TN 38301

**Supervisor:**

Lindsey Tritt  
731-425-2625  
ltritt2@jsgc.edu

**Location of Job Placement:**

Office of Development  
Walter L. Nelms Classroom Building (CLR 3C)

**Purpose and Role of the Position:**

- Assist in general administration duties.

**Duties and Responsibilities:**

- Printing
- Mailing
- Scanning
- Filing
- Organizing donor files and other confidential records

**Qualifications:**

- Preferred Qualifications
  - Detail-oriented
  - Organized
  - Computer skills
  - Communication skills
  - Microsoft Office experience