



Federal Work-Study

Office of Information Technology – Student Office Assistant

Name of Position: Student Office Assistant – Office of Information Technology

Number of positions available for this posting: 2

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
Office of Information Technology
2046 N. Parkway
Jackson, TN 38301

Supervisor:

Linda Shirley (731)
424-3520 ext. 50246
ls Shirley@jscc.edu

Location of Job Placement:

Nelms Classroom Building, C246

Purpose and Role of the Position:

- Assist the Office of Information Technology with daily office duties.

Duties and Responsibilities:

- Answer phones and direct calls to proper personnel
- After training, assist with student account issues
- Assist with filing, shredding, and other office duties as assigned

Qualifications:

- Required Qualifications
 - Be a JSCC Student
 - Working knowledge of Microsoft Office