



## **Federal Work-Study Recruitment Office**

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

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

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

**Hours per week:** 10-20

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

**Name and Address of Employer:**

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

**Supervisor:**

Shelbi Lansdell  
731-424-3520 ext. 50297  
slansdell@jsc.edu

**Location of Job Placement:**

Recruitment Office  
Student Center 146A

**Purpose and Role of the Position:**

- To assist staff in the Recruitment Office.

**Duties and Responsibilities:**

- Answer Phones
- Take Messages
- Prepare information packets
- Handle inter-area errands
- Possibility of being trained to lead campus tours

**Qualifications:**

- Required Qualifications
  - Good customer service skills
  - Flexibility of work requests
  - Ability to work independently, as well as in a group
  
- Preferred Qualifications
  - Good organizational skills
  - General operating knowledge of office equipment
  - Proper telephone etiquette