



Federal Work-Study Student Life and Campus Engagement

Name of Position: Student Office Assistant – Student Life and Campus Engagement

Number of positions available for this posting: 1

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

Hours per week: 15

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:
Emily Ridgeway (731)
424-3520 ext. 50359
eridgeway@jscc.edu

Location of Job Placement:
Student Center

Purpose and Role of the Position:

- To assist the Director of Student Life in various functions.

Duties and Responsibilities:

- Serve as a part of the Student Government Association (SGA) Senate
- Assist the Director of Student Life with management of the choice pantry formerly known as The Nest
- Assist with event planning, promotion & execution
- Assist with Student Life publications
- Serve as a liaison between students and the Director of Student Life

Qualifications:

- Required Qualifications ○ Minimum GPA of 2.0 ○ High school diploma ○ Confidentiality
- Preferred Qualifications ○ Clerical Skills