



Federal Work-Study
Admissions and Records Office

Name of Position: Student Office Assistant – Admissions and Records Office

Number of positions available for this posting: 1

Pay Grade and Classification: Grade II - \$10.50/hour

Hours per week: 20

Terms of Employment: Fall, Spring, Summer

Name and Address of Employer:

Jackson State Community College
Admissions and Records Office
2046 N. Parkway
Jackson, TN 38301

Supervisor:

Ruthea Coleman
(731) 424-3520 ext. 50358
rcoleman@jsc.edu

Location of Job Placement:

Student Center
Admissions and Records Office

Purpose and Role of the Position:

- Serve as an office assistant to the staff in the Admissions and Records office.

Duties and Responsibilities:

- Answer phones
- Assist students with questions about admissions and records
- Occasionally lead campus tours
- Assist full-time staff with various projects and tasks as assigned

Qualifications:

- Required Qualifications

- High school diploma
- Attention to detail
- Dedication to customer service
- Confidentiality

- Preferred Qualifications
 - MS Word and Excel experience
 - Office experience dealing with customers
 - Verbal and written communication skills
 - Prior data entry experience