



Federal Work-Study
Administration Building Receptionist

Name of Position: Student Office Assistant – Physical Plant

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
Physical Plant
2046 N. Parkway
Jackson, TN 38301

Supervisor:

Preston Turner
(731) 424-3520 ext. 52619
pturner@jscc.edu

Location of Job Placement:

Administration Building

Purpose and Role of the Position:

- Assist the College receptionist with general office duties including: directing guests to the correct buildings and offices on campus, answering the main phone line for the College, transferring calls to appropriate departments as needed, and assist with package pickup/delivery and logging freight at the dock. Assist Business Services with general office duties including: scanning documents into the system, verifying scanned documents, answering Business Office calls and assisting students with account questions.

Duties and Responsibilities:

- Direct guests to the correct building and office on campus.
- Answer the main phone line for the College and transfer calls to the appropriate departments.
- Assist with package pickup/delivery and logging freight at the dock.

- Assist the Business Office staff with general office duties including: scanning documents into the system, verifying scanned documents, answering Business Office calls and assisting students with account questions.

Qualifications:

- Required Qualifications
 - Must be registered for at least six (6) credit hours as a JSCC student
- Preferred Qualifications
 - Previous customer service experience