



Federal Work-Study

Office of Advising

Name of Position: Student Office Assistant – Office of Advising

Number of positions available for this posting: 2

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
Office of Advising
2046 N. Parkway
Jackson, TN 38301

Supervisor:

Will Shull
731-424-3520 ext. 50219
wshull@jsc.edu

Location of Job Placement:

Office of Advising
Student Center

Purpose and Role of the Position:

- To assist current, returning, and prospective students with the orientation, advising, and registration processes at Jackson State Community College. Will work up to 20 hours per week, to be scheduled based on need in coordination with other full-time and part-time employees. Schedule can be adjusted with notice.

Duties and Responsibilities:

- Help serve as first point of contact for Office of Advising
- Answer phones and return calls to students needing help
- Maintain confidentiality of student information and records
- Assist with orientation events and processes

- Perform general office duties

Qualifications:

- Preferred Qualifications
 - One completed semester of college required, preferably at the community college level
 - One year of office-related work or customer service experience
- Knowledge/Skills Required
 - Outgoing personality with excellent interpersonal communication skills
 - Strong customer service orientation
 - Strong organizational skills
 - Ability to work well under pressure
 - Ability to work independently with limited guidance in a fast-paced environment while giving discerning attention to detail
 - Team player with initiative
 - Ability to perform multiple tasks