



## **Federal Work-Study**

### **Human Resources**

**Name of Position:** Student Office Assistant – Human Resources

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

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

**Hours per week:** Up to 20

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

**Name and Address of Employer:**

Jackson State Community College  
Human Resources  
2046 N. Parkway  
Jackson, TN 38301

**Supervisor:**

Vicki Burton, EdD  
731-425-2621  
vburton@jscc.edu

**Location of Job Placement:**

Human Resources  
Administration Building Room 125

**Purpose and Role of the Position:**

- To assist the Human Resources department with daily clerical tasks and customer service.

**Duties and Responsibilities:**

- Provide customer service both in person and over the phone to employees and applicants
- Assist with filing and maintaining confidentiality of information and records
- Assist HR staff with various projects and tasks
- Answer phones and take messages when HR staff is unavailable
- Perform general office duties

**Qualifications:**

- Preferred Qualifications
  - Prior office-related work or customer service experience
  
- Knowledge/Skills Required
  - Strong organizational skills
  - Ability to work independently with limited guidance while giving discerning attention to detail
  - Ability to perform multiple tasks
  - Outgoing personality with excellent interpersonal communication skills