



Federal Work-Study
Dean for Students Office

Name of Position: Office Assistant – Dean for Students Office

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
Student Center
2046 N. Parkway
Jackson, TN 38301

Supervisor:

Paul Morgan
731-424-3520 ext. 50354
Pmorgan2@jsc.edu

Location of Job Placement:

Student Center and Administration Building

Purpose and Role of the Position:

- Assist full-time staff in various functions.
- Help fulfill the mission of the college to provide information and support student veterans, students with disabilities, and students requiring assistance with basic needs.

Duties and Responsibilities:

- Support food bank operations (NEST)
- Data entry
- Organizing documents and files
- Other administrative tasks as assigned.

Qualifications:

- Required Qualifications
 - High school diploma or GED
 - Attention to detail
 - Excellent organizational skills
 - Confidentiality
- Preferred Qualifications
 - Prior administrative experience
 - Microsoft Word and Excel experience
 - Office experience dealing with customers
 - Excellent verbal and written communication skills