



Federal Work-Study

Health Sciences and Computer Information Technology (CIT)

Name of Position: Student Office Assistant – Division of Health Sciences and CIT

Number of positions available for this posting: 1

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

Hours per week: 15-20

Terms of Employment: Fall, Spring, Summer

Name and Address of Employer:

Jackson State Community College
Division of Health Sciences and CIT
2046 N. Parkway
Jackson, TN 38301

Supervisor:

Jen Jakubowski
731-425-2612
jjakubowski@jsc.edu

Location of Job Placement:

Health Sciences Building and McWherter Center

Purpose and Role of the Position:

- To provide support and assistance for the 19 faculty members and 3 staff members in the Health Sciences and CIT division.

Duties and Responsibilities:

- Filing
- Setting up and maintaining student records
- Answering phones
- Picking up and sorting mail
- Data entry
- Assisting with various projects
- General office duties and support

Qualifications:

- Required Qualifications
 - High school diploma
 - Good communication skills
 - Computer knowledge
 - Ability to maintain confidentiality
 - ***Cannot be a major in any of the Health Sciences programs***

- Preferred Qualifications
 - Microsoft Word, Access, and Excel experience