



Federal Work-Study
Institutional Advancement and Development

Name of Position: Student Office Assistant – Office of Development

Number of positions available for this posting: 1

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

Hours per week: 10-15

Terms of Employment: Fall, Spring, Summer

Name and Address of Employer:

Jackson State Community College
Institutional Advancement and Development
2046 N. Parkway
Jackson, TN 38301

Supervisor:

Lindsey Tritt
731-425-2625
ltritt2@jsgcc.edu

Location of Job Placement:

Office of Development
Walter L. Nelms Classroom Building (CLR 3C)

Purpose and Role of the Position:

- Assist in general administration duties.

Duties and Responsibilities:

- Printing
- Mailing
- Scanning
- Filing
- Organizing donor files and other confidential records

Qualifications:

- Preferred Qualifications
 - Detail-oriented
 - Organized
 - Computer skills
 - Communication skills
 - Microsoft Office experience