



Federal Work-Study

Lexington Center

Name of Position: Student Aide – Lexington Center

Number of positions available for this posting: 1

Pay Grade and Classification: Grade I - \$10.00/hour

Hours per week: 15-20

Terms of Employment: Fall, Spring

Name and Address of Employer:

Jackson State Community College
Lexington Center
932 E. Church St.
Lexington, TN 38351

Supervisor:

Sandy Stanfill
(731) 968-5722 Ext. 1
sstanfill@jsc.edu

Location of Job Placement:

JSCC Lexington Center
932 E. Church St.
Lexington, TN 38351

Purpose and Role of the Position:

- Assist full-time staff with various tasks and duties
- Help fulfill the mission of the college

Duties and Responsibilities:

- Assist students with various needs
- Answer phones
- Filing
- Cleaning and Organizing
- Scheduling

Qualifications:

- Required
 - High school diploma
 - Confidentiality
 - Customer service experience

- Preferred
 - Microsoft Word and Excel experience
 - Work experience in an office setting
 - Verbal and written communication skills