



## **Federal Work-Study**

### **Office of Information Technology – Student Office Assistant**

**Name of Position:** Student Office Assistant – Office of Information Technology

**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  
Office of Information Technology  
2046 N. Parkway  
Jackson, TN 38301

**Supervisor:**

Linda Shirley  
(731) 424-3520 ext. 50246  
[lshirley@jacc.edu](mailto:lshirley@jacc.edu)

**Location of Job Placement:**

Nelms Classroom Building, C246

**Purpose and Role of the Position:**

- Assist the Office of Information Technology with daily office duties.

**Duties and Responsibilities:**

- Answer phones and direct calls to proper personnel
- After training, assist with student account issues
- Assist with filing, shredding, and other office duties as assigned

**Qualifications:**

- Required Qualifications
  - Be a JSCC Student
  - Working knowledge of Microsoft Office