



Federal Work-Study

Human Resources

Name of Position: Student Office Assistant – Human Resources

Number of positions available for this posting: 1

Pay Grade and Classification: Grade II - \$14.50/hour

Hours per week: Up to 20

Terms of Employment: Fall, Spring, Summer

Name and Address of Employer:

Jackson State Community College
Human Resources
2046 N. Parkway
Jackson, TN 38301

Supervisor:

Vicki Burton, EdD
731-425-2621
vburton@jscc.edu

Location of Job Placement:

Human Resources
Administration Building Room 125

Purpose and Role of the Position:

- To assist the Human Resources department with daily clerical tasks and customer service.

Duties and Responsibilities:

- Provide customer service both in person and over the phone to employees and applicants
- Assist with filing and maintaining confidentiality of information and records
- Assist HR staff with various projects and tasks
- Answer phones and take messages when HR staff is unavailable
- Perform general office duties

Qualifications:

- Preferred Qualifications
 - Prior office-related work or customer service experience

- Knowledge/Skills Required
 - Strong organizational skills
 - Ability to work independently with limited guidance while giving discerning attention to detail
 - Ability to perform multiple tasks
 - Outgoing personality with excellent interpersonal communication skills