



## **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 - \$14.00/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. 50660  
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