



Federal Work-Study

Physical Plant

Name of Position: Student Assistant – Physical Plant

Number of positions available for this posting: 2

Pay Grade and Classification: Grade I - \$14.00/hour

Hours per week: 20

Terms of Employment: Fall, Spring, Summer

Name and Address of Employer:

Jackson State Community College
Physical Plant
2046 N. Parkway
Jackson, TN 38301

Supervisor:

Preston Turner
(731) 424-3520 ext. 52619
pturner@jsc.edu

Location of Job Placement:

Physical Plant

Purpose and Role of the Position:

- Deliver freight and assist with light-duty maintenance.

Duties and Responsibilities:

- Primarily logging in and delivering freight that is received at Physical Plant to departmental secretaries
- Helping with light maintenance duties that include, but are not limited to, changing ceiling tiles, changing light bulbs, and changing air filters

Qualifications:

- Required Qualifications
 - Must know how to drive

- Must be able to lift 50 lbs.
 - Must be able to follow directions and at times work independently
- Preferred Qualifications
 - Valid driver's license