

FEDERAL WORK-STUDY

OFFICE ASSISTANT FOR RECORDS &

REGISTRATION

This is a part-time, Federal Work-Study position that reports to the Dean of Enrollment Services/Director of Financial Aid and is located on the main JWCC campus in Quincy, Illinois.

POSITION DESCRIPTION/DUTIES

This position supports the office operations for enrollment services, financial aid, admissions, and front desk. Duties include:

- Scanning documents to imager
- Archive scanned records
- Data scan check for quality
- Data coding
- Other duties as assigned

QUALIFICATIONS

Students applying for this position will need to be current JWCC students. Eligibility to work within the Work-Study program is required. Customer service experience as well as experience in an office environment is preferred.

SALARY

IL Minimum Wage

APPLICATION

Students who are interested in this position will need to complete a Federal Work-Study application. Please select "Records & Registration" to apply for this specific role) Once eligibility is approved, your application will be forwarded on to the department supervisor.

Applications from qualified persons who are members of racial or ethnic minorities, women, individuals with disabilities, and veterans are encouraged to apply. John Wood Community College is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of race, color, national or ethnic origin, sex, religion, disability or other factors prohibited by law.