

# **FEDERAL WORK-STUDY**

## **ADMISSIONS- WELCOME DESK ASSISTANT**

*This is a part-time, Federal Work-Study position that reports to the Admissions Advisor and is located on the main JWCC campus in Quincy, Illinois.*

### **POSITION DESCRIPTION/DUTIES**

This position is responsible for being an ambassador of the college, modeling a good and involved student, and creating a positive impression for all students and community members.

- Smile and greet guests visiting campus
- Answer general questions about John Wood Community College
- Answer and transfer calls
- Contact prospective students
- Be available to work 4:30pm-6pm Monday-Thursday

### **QUALIFICATIONS**

Students applying for this position will need to be current JWCC students. Eligibility to work within the Work-Study program is required. This individual will need to be a self-starter with the ability to work with little guidance at times. Position does require familiarity with Microsoft Office. Prefer students who are involved in the Student Government Association.

### **SALARY**

IL minimum wage

### **APPLICATION**

Students who are interested in this position will need to complete a Federal Work-Study application. Please select “Admissions-Welcome Desk” 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.*