

FEDERAL WORK-STUDY

CONCURRENT ENROLLMENT ASSISTANT

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

POSITION DESCRIPTION/DUTIES

This position is responsible for assisting with data entry and other general office duties. Performing some follow-ups with prospects will be expected.

QUALIFICATIONS

Students applying for this position will need to be current JWCC students. Eligibility to work within the Work-Study program is required. Must have good communication skills and have the ability to work with other students/employees. 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.

SALARY

IL minimum wage

APPLICATION

Students who are interested in this position will need to complete a Federal Work-Study application. Please select "Concurrent Enrollment" 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.