

FEDERAL WORK-STUDY
SOUTHEAST EDUCATION CENTER
OFFICE ASSISTANT

This is a part-time, Federal Work-Study position that reports to the Manager of Community Based Outreach/SEC and is located at JWCC's Southeast Education Center in Pittsfield, Illinois.

POSITION DESCRIPTION/DUTIES

Provide clerical support for the Southeast Education Center.

Duties include:

- Covering the front desk
- Answering phone calls
- Greeting visitors
- Answering Student questions
- Other job 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. Basic office and computer skills a plus. Good communication skills and ability to work independently are a must.

SALARY

IL Minimum Wage

APPLICATION

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