

# **FEDERAL WORK-STUDY**

## **OFFICE ASSISTANT FOR CBO**

*This is a part-time, Federal Work-Study position that reports to the Manager of Community Based Outreach and is located on the main JWCC campus in Quincy, Illinois.*

### **POSITION DESCRIPTION/DUTIES**

Provide clerical support to the CBO Department.

Duties include:

- Answering Phone calls
- Making copies and scanning documents.
- Utilize a filing system
- Handling walk-ins and regularly scheduled appointments
- Facilitate Registration for workshops, seminars, and classes.
- 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 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 "CBO" to apply for this specific role. Once eligibility is approved, your application will be forwarded on to CBO.

*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.*