



JACKSON COMMUNITY COLLEGE
Student Employment
Position Description

Position Title: Office Assistant

Supervisor: Sandra Phelan

Department: Community Relations and the Performing Arts

Position Level: This is a mid-level student position requiring possession of office skills that may have been acquired through experience. This position works under direct supervision of the Coordinator of Special Events.

Typical tasks include, but are not limited to:

1. Prepare documents in Microsoft Word, Excel and Publisher.
2. Provide basic information to internal and external users regarding availability of college facilities
3. Prepare departmental mailings
4. Assist with special events associated with several departments, including fundraisers and Dinner Theatre programs.
5. Assist in the coordination of performing arts events
6. Provide support in the Ticket Office. Process ticket sales on computerized box office system and obtain payment.
7. Perform other job-related duties as assigned.

Essential Functions

1. Ability to work effectively on the computer.
2. Ability to communicate effectively in person and over the phone.
3. Ability to use sound judgment in decision-making.
4. Ability to maintain confidentiality.
5. Must have excellent organizational skills and be detail-oriented.
6. Ability to interact in an effective and appropriate manner with diverse populations, the college community and the public.
7. Attendance and punctuality are essential to this position.

To apply for this position, contact the supervisor below for an interview:

Contact Person: Sandra Phelan
Email Address: sphelan@jccmi.edu
Phone Number: (517) 796-8473
Office Location: GP213

If the supervisor recommends your hire, go to Human Resources, (GP 209) for verification of eligibility and to complete paperwork. You may not start work until you have received a contract from Human Resources.