



**Jackson Community College
Student Employee Position Description**

Department: JCC @ VO-TECH
Position: Office Assistant
Reports To: Center Coordinator

BROAD FUNCTION

Primary responsibilities include support with the daily Center functions at JCC @ VO-TECH. Assist office staff and students with admissions, financial aid, and registration processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- a. Assist students regarding course registration, admissions, financial aid, career services and other related topics.
- b. Assist with office operations and procedures such as record keeping, information management, filing systems, requisition of supplies, and other Center support services.
- c. Explain College policies and procedures and/or identify where such information is available.
- d. Disseminate College print materials, such as College guide-sheets and the College Catalog, and explain the purpose and content of such materials.
- g. Assist in providing information about opportunities on campus such as employment, resources, etcetera.
- h. Assist with the coordination of student development activities, events, and projects designed to create an on-going atmosphere of care, concern and goal attainment for students. Such activities/events/projects might include Project Success Day, Welcome Week, student ID cards, etcetera.
- i. Other duties as assigned by the Center Coordinator of JCC @ VO-TECH.

SPECIAL QUALIFICATIONS AND/OR REQUIREMENTS

Ability to work well with others, typing and other general office skills are important as well as the ability to present a positive image of the College. Accuracy is extremely important.

CONTACTS AND PURPOSE OF CONTACTS

Internal: Frequent contact with registration/records, advising, admissions, financial aid, business office, office of diversity, student life, and information technology staff in information sharing/gathering and problem solving capacity. Regular contact and collaborative work with other staff, faculty, and administration members.

External: Frequent contact with students and parents often in stressful situations. Regular contact with the general public and prospective students in a service providing

capacity. Regular contact with Lenawee County educational institutions, Lenawee ISD, Michigan Works, NAFTA/TRA, and Michigan Rehab. Some contact may be required with state agencies and federal agencies.

EMPLOYMENT QUALIFICATIONS

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty and responsibility. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience

High School Diploma or GED

Other Skills and Abilities

Ability to organize complex and technical information and data. Ability to deal effectively with students and the general public. Ability to work extensively with Colleague and with personal computers. Knowledge of office software including word processing, spreadsheets and database. Ability to assume decision-making responsibilities with minimum supervision.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with groups of customers or employees of organizations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle or feel. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and color vision.

WORK ENVIROMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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

Contact Person: Marianne George
Email Address: mgeorge@jccmi.edu
Phone Number: 517.796.2135
Office Location: LEN 126

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.