



**JACKSON COMMUNITY COLLEGE**  
**Student Employment**  
**Position Description**

**Position Title:** McDivitt Hall Support – Student Worker

**Supervisor:** Building Secretary

**Department:** Math, Sciences, Social Sciences

**Position Level:** This is an advanced level student position requiring possession of special skills that may have been acquired through experience, coursework, or both. This position works under direct supervision of the Building Secretary.

**Typical tasks include, but are not limited to:**

1. Provide assistance to students at the information desk.
2. Provide assistance to faculty/staff with various clerical duties, including preparing documents, databases, etc.
3. Monitor/maintain building bulletin boards, building signage, etc.
4. Maintain all office equipment with toner, paper, etc.
5. Answer phones, take messages, direct calls.
6. Sort and distribute mail to faculty/staff mail boxes.
7. Access Colleague, pull class rosters, and contact students regarding canceled classes, post signage, etc.
8. Maintain supply inventory and order supplies as needed.
9. Assist students with computer logons, etc. in Cyber Café.
10. Update and maintain all current information regarding the building, faculty and staff.
11. Perform clerical duties at the direction of the building secretary.
12. Provide office coverage when building secretary attends committee meetings.
13. Provide office coverage when building secretary attends to committee projects, research, scheduling, etc.
14. Perform other job-related duties as assigned.

**Essential Functions**

1. Ability to effectively utilize computer technology.
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. Ability to work flexible hours and evenings.
6. Ability to maintain an educational environment which encourages learning.
7. Must have excellent organizational skills and be detail-oriented.
8. Must be able to work independently.
9. Must possess excellent proofreading, grammar and spelling skills.
10. Ability to interact in an effective and appropriate manner with diverse populations, the college community and the public.
11. Attendance and punctuality are essential to this position.

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

**Contact Person:** Karen Marler  
**Email Address:** [marlerkarenl@jccmi.edu](mailto:marlerkarenl@jccmi.edu)  
**Phone Number:** (517) 796-8450  
**Office Location:** JM 125

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.