

# **FEDERAL WORK-STUDY**

## **COUNSELING SERVICES ASSISTANT**

*This is a part-time, Federal Work-Study position that reports to the Coordinator of Counseling Services and is located on the main JWCC campus in Quincy, Illinois.*

### **JOB DESCRIPTION**

This position will serve as extra office support to complete office duties within the Counseling Services office. Additional duties and responsibilities include, but may not be limited to:

- General office work including filing, mailings, and occasionally answering phone calls

### **QUALIFICATIONS**

Students applying for this position will need to be current JWCC students. Eligibility to work within the Work-Study program is required. This individual requires good communication skills as well as the ability to work with little guidance at times. Position does require familiarity with Microsoft Office.

### **SALARY**

IL Minimum Wage

### **APPLICATION**

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