

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 Support Services office. Additional duties and responsibilities include, but may not be limited to:

- Follow strict confidentiality agreement
- General office support
- Social media management
- Manage the Destress Room
- Mental Health marketing and event planning

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.