

# **FEDERAL WORK-STUDY**

## **OFFICE ASSISTANT FOR RECORDS &**

### **REGISTRATION**

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

#### **POSITION DESCRIPTION/DUTIES**

This position supports the office operations for Registrar Office.

Duties include:

- Scanning documents to imager
- Archive scanned records
- Data scan check for quality
- Data coding
- Other duties as assigned

#### **QUALIFICATIONS**

Students applying for this position will need to be current JWCC students. Eligibility to work within the Work-Study program is required. Customer service experience as well as experience in an office environment is preferred.

#### **SALARY**

IL Minimum Wage

#### **APPLICATION**

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