

# **UPWARD BOUND**

## **OFFICE ASSISTANT**

*This is a part-time, Federal Work-Study position that reports to the Manager of Upward Bound 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 Upward Bound Program office. In addition, this position may be assigned special projects. Additional duties and responsibilities include:

- Complete work-study training
- File
- Make Copies
- Assemble/Disassemble Packets
- Maintain Office Supplies Inventory
- Scan documents
- Stuff Envelopes
- Data Entry
- Tally Evaluations
- Assist with special event preparations and facilitation
- Organization of office spaces

### **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 will need to be a self-starter with 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 "Upward Bound" 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.*