

FEDERAL WORK-STUDY

WELCOME DESK ASSISTANT

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

POSITION DESCRIPTION/DUTIES

This position is essential for a caring atmosphere and will be the first point of contact for all guests who walk through the doors. Must provide excellent customer service, answering phone/email/text inquiries.

- Smile and greet guests visiting campus.
- Answer general questions about John Wood Community College
- Answer and transfer calls
- Contact prospective students.
- Be available to work 7:30am-6:30pm Monday-Thursday and 8am-noon Friday.

QUALIFICATIONS

Students applying for this position will need to be current JWCC students. Eligibility to work within the Work-Study program is required.

- Excellent customer service skills,
- High level of organizational skills and confidentiality
- Ability to work independently and as a part of a team.
- Ability to multi-task and remain calm in a fast-paced environment.
- Ability to work with a diverse population.
- Proficiency in 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 "Welcome Desk Assistant" 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.