

FEDERAL WORK-STUDY

OFFICE ASSISTANT FOR HUMAN RESOURCES

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

POSITION DESCRIPTION/DUTIES

This position provides administrative support to the HR team. The ideal candidate will be organized, detail-oriented, and eager to learn about the HR field.

Duties include:

- Filing documents
- Data Entry
- Answering phones
- Assisting with mailings
- Greeting customers
- Event planning and coordination

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 “Human Resources” 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.