

# **FEDERAL WORK-STUDY**

## **ASSISTANT FOR STUDENT LIFE**

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

### **POSITION DESCRIPTION/DUTIES**

This position assists the Coordinator of Student Life with day-to-day operations.

- Office work
- Paperwork
- Event set-up and tear down
- Event coverage
- Making copies/updating student information
- Updating spreadsheets
- Other duties as assigned

### **QUALIFICATIONS**

Students applying for this position will need to be current JWCC students as well as active members of the Student Life program and the Student Government Association. Eligibility to work within the Work-Study program is required.

### **SALARY**

IL Minimum Wage

### **APPLICATION**

Students who are interested in this position will need to complete a Federal Work-Study application. Please select "Student Life" to apply for this specific role. Once eligibility is approved, your application will be forwarded on to the Financial Aid department.

*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.*