



**Federal Work-Study**  
**Student Life and Campus Engagement**

**Name of Position:** Student Office Assistant – Student Life and Campus Engagement

**Number of positions available for this posting:** 1

**Pay Grade and Classification:** Grade II - \$14.50/hour

**Hours per week:** 15

**Terms of Employment:** Fall, Spring, Summer

**Name and Address of Employer:**

Jackson State Community College  
Office of Information Technology  
2046 N. Parkway  
Jackson, TN 38301

**Supervisor:**

Emily Ridgeway  
(731) 424-3520 ext. 50359  
[eridgeway@jscc.edu](mailto:eridgeway@jscc.edu)

**Location of Job Placement:**

Student Center

**Purpose and Role of the Position:**

- To assist the Director of Student Life in various functions.

**Duties and Responsibilities:**

- Serve as a part of the Student Government Association (SGA) Senate
- Assist the Director of Student Life with management of the choice pantry formerly known as The Nest
- Assist with event planning, promotion & execution
- Assist with Student Life publications
- Serve as a liaison between students and the Director of Student Life

**Qualifications:**

- Required Qualifications
  - Minimum GPA of 2.0
  - High school diploma
  - Confidentiality
- Preferred Qualifications
  - Clerical Skills