


## ANNOUNCEMENTS



## Announcements

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July 30, 2009 - August 06, 2009

Wed, Jul 29, 2009 -- *Job Announcements*

Posted by: Alice Milton

From the office of Dr. Kristie R. Rankin:

1. [Paychex](#)
2. [Sheraton](#)

Thu, Jun 04, 2009 -- *Summer 2009 Closing Schedule*

Posted by: Alice Milton

Lawson State Community College will be closing at noon on Fridays during the months of June and July 2009. [Click Here](#) for the Summer ScheduleTue, Jun 02, 2009 -- *Final Exam Schedule - Summer 2009*

Posted by: Alice Milton

[Click Here](#)Mon, Mar 09, 2009 -- *Scholarship - FAMU*

Posted by: Alice Milton

From Dr. Kristie R. Rankin, Director of Career Services (205.929.3514): Florida A & M University is providing an outstanding opportunity for Black women entering college in the fall of 2009. It is designed to address their absence in the field of computer technology. Dr. Jason Black is the Principal Investigator of a recently awarded \$552,000 NSF Grant entitled African American Women in Computer



## **It's a great place to grow.**

Paychex is always looking for individuals who want to work for a company that allows for growth and development. Because we are constantly growing, opportunities are always emerging.

### **A Great Place to Work**

If you have the desire to succeed, we have the training, incentives, leadership and other resources for you to build your career. On January 22, 2009, FORTUNE announced that Paychex ranked number 39 on the 12th annual "100 Best Companies to Work For" list, up from number 51 last year. Paychex, a leading provider of payroll and human resource services, also appeared on the 2002, 2003, 2004, 2007, and 2008 lists.

### **A Great Place to Learn**

We provide our employees with the resources and training needed to help build solid careers with us.

## **Payroll Specialist/Customer Service Representative**

### **JOB DESCRIPTION:**

Payroll Specialists/Customer Service Reps are responsible for calling new and existing clients for their payroll, updating client information, verifying payroll totals, and answering payroll questions. While providing excellent customer service, they also research and resolve client issues in regards to payroll and tax related questions.

There is extensive training at the local branch, with 2 weeks paid training conducted at our Corporate Office in Rochester, New York. Comprehensive benefits package includes medical/dental, 401K Plan, Stock Purchase Plan, Tuition Reimbursement, paid holiday, sick, and vacation days.

### **JOB REQUIREMENTS:**

- Proven customer service skills
- Strong math aptitude
- Ability to attend two weeks paid training in Rochester, New York

If you would like to find out more about Paychex, you can review our website - [www.paychex.com](http://www.paychex.com). You can find out more details about the position by going to our career center, where you can create a profile and attach your resume for consideration. You can review the Payroll Specialist posting by cross referencing position code **09010Y7 - Payroll Specialist**.