



2011 - 2012

## FEDERAL WORK-STUDY JOB DESCRIPTION

**Department:** ITS Open Computer Lab

**Campus:** Cooper

**Supervisor:** Ralph Russell

### Contact Information:

**Name:** Ralph Russell

**Building:** Moloney

**Room:** 112 & 110

**Phone:** 54612 or off campus (859) 246-4612

**Brief Job Description:** Answering basic computer questions, counting students in the lab, directing students to computer programs, adding paper to printers. Any needed training will be provided. We will work with your schedule.

**Preferred qualifications:** Knowledge of e-mail, basic Internet search and basic familiarity with Microsoft Word .  
(more knowledge of MS Office a plus, but not required)

**Number of positions:** 5 – 8 (6-20 hours per week)