



2011 - 2012 FEDERAL WORK-STUDY JOB DESCRIPTION

Department: Financial Aid Office

Campus: Cooper

Supervisor: Cathy Hart

Contact Information:

Name: Cathy Hart

Building: Oswald Bldg.

Room: 121

Phone: 859-246-6677

Brief Job Description: Filing, postal mailings, data entry (with approved People-Soft student access. Making copies, and general office duties.

Preferred qualifications: Organization and filing skills, computer skills, such as (Word/Excel). Copier, fax and some customer service and assisting with student's on occasions.

Number of positions: 1