



**2011 - 2012**

## **FEDERAL WORK-STUDY JOB DESCRIPTION**

**Department: Multiculturalism and Inclusion**

**Campus: OB 103**

**Supervisor: Bobbie A. Jackson**

### **Contact Information:**

**Name: Bobbie A. Jackson**

**Building: Oswald Building**

**Room: OB 103**

**Phone: 859-246-6439**

**Brief Job Description: The students will file, answering the phone, and staple booklets for the office. There will be other duties as assigned.**

**Preferred qualifications: Have Microsoft Office skills, and be able to answer a Multifunction phone, and have customer service skills.**

**Number of positions: 2**