



2011 - 2012

FEDERAL WORK-STUDY JOB DESCRIPTION

Department: Records

Campus: Cooper

Supervisor: Michelle Marshall or Tameka Chisley

Contact Information:

Name: Michelle Marshall or Tameka Chisley

Building: Oswald Building

Room: 203

Phone: 859-246-6493 or 859-246-6489

Brief Job Description: Filing, assisting with registration, assisting students at the front counter, alphabetizing, answering phones, and other general office duties.

Preferred qualifications: Basic understanding of Microsoft Office Applications

Number of positions: 3-4