

**BLUEGRASS COMMUNITY &  
TECHNICAL COLLEGE  
WORK-STUDY JOB DESCRIPTION  
2011-2012**

**DEPARTMENT:** Office of Admissions

**ROOM & BUILDING:** Cooper

**SUPERVISOR:** Melissa Terry

**EXTENSION:** 56212

**Job Description and Responsibilities:**

The Office of Admissions is looking for motivated, responsible work study students to help with the operations of a very busy office. This is a great chance to build useful office and customer service skills, as well as building references for future positions!

**Typical work assignments include:**

- filing
- working with documents
- preparing mailings
- working at the reception desk
- assisting with recruiting activities
- possible data entry

**Recommended job qualifications for this position:**

- responsibility
- patience
- desire to work with a wide variety of people
- positive attitude of helpfulness and service to both staff and students
- previous office and computer experience a plus, but not required

**Number of hours per week preferred to work in this position:** no preference

**Number of students:** 3