



**2011 - 2012**

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

**Department:**     \_\_\_ **Humanities** \_\_\_

**Campus:**         \_\_\_ **Cooper** \_\_\_

**Supervisor:**     \_\_\_ **Beth Healander** \_\_\_

**Contact Information:**

**Name:**           \_\_\_ **Beth Healander** \_\_\_

**Building:**       \_\_\_ **Cooper AT Building** \_\_\_

**Room:**           \_\_\_ **101 I** \_\_\_

**Phone:**          \_\_\_ **859-246-6355** \_\_\_

**Brief Job Description:** \_\_\_\_\_

\_\_\_\_\_ **Copy documents, file personnel information, small formatting jobs,  
deliver mail, put up signs, field student questions,** \_\_\_\_\_

**Preferred qualifications:** \_\_\_ **basic understanding of office procedures,  
organizational skills, basic MS Word skills** \_\_\_\_\_

**Number of positions:** \_\_\_ **2 student workers** \_\_\_ / **10 hours a week**