



2011 - 2012

FEDERAL WORK-STUDY JOB DESCRIPTION

Department: Student Support Services

Campus: Danville

Supervisor: Misty Brumley

Contact Information:

Name: Misty Brumley

Building: _____

Room: 104 B

Phone: 859-246-6884

Brief Job Description: To provide a friendly, professional first impression to SSS participants as they enter the office. Perform general clerical duties which may include photocopying, faxing, mailing, and filing. Answer telephones and transfer to appropriate staff member or take messages if staff member is unavailable. Other duties as assigned.

Preferred qualifications: Preference will be given to SSS participants. The ideal candidate will have some general office experience and be working toward a related degree. Students would be expected to work 10-15 hours a week.

Number of positions: 1