



2011 - 2012

FEDERAL WORK-STUDY JOB DESCRIPTION

Department: Communication Center

Campus: Leestown

Supervisor: Mark Stapleton

Contact Information:

Name: Mark Stapleton

Building: C Building

Room: Front Visitors Desk

Phone: 246-6356

Brief Job Description:

Greet visitors/students when they arrive at the front desk.

Be familiar with the buildings and departments in order to direct visitors to various locations on campus.

Phone Operator

Preferred qualifications: Great customer service, Punctual, Cisco Phone skills, be familiar with Microsoft Software Word, Excel & Access.

Number of positions: 2-4

I need as many as it takes to keep someone at the front desk from 8-5 daily.