



**2011 - 2012**

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

**Department: ITS**

**Campus: Leestown**

**Supervisor: Miles Howe**

### **Contact Information:**

**Name: Miles Howe**

**Building: A**

**Room: 112**

**Phone: 859-246-6608**

**Brief Job Description: Answer Open Lab phone, answer questions about software usages, assist students in password resets, maintain paper levels in printers, log population flow, etc.**

**Preferred qualifications: Good work attitude, good working knowledge of MSOffice, good working knowledge of Web access and internet usage, etc.**

**Number of positions: 6**