



2011 - 2012

FEDERAL WORK-STUDY JOB DESCRIPTION

Department: Workforce Assessment & Testing

Campus: Leestown

Supervisor: Mary Maggard

Contact Information:

Name: Mary Maggard

Building: North

Room: 110

Phone: 859-246-6669

Brief Job Description: Candidate will assist with general office work, make copies, file papers, start-up & shut-down computers, pick-up mail, sharpen pencils, make copies, prepare packets, answer phones, schedule appointments, file documents, use computer, ready/prepare office/test areas for clients; etc.

Preferred qualifications: The candidate **MUST** be capable of and demonstrate ability to: maintain confidential information; maintain work schedule in a punctual and reliable manner; motivate self; accurately follow directions; communicate effectively; dress appropriately; display positive attitude.

Number of positions: 1