



2011 - 2012

## FEDERAL WORK-STUDY JOB DESCRIPTION

**Department:** Advising and Assessment \_\_\_\_\_

**Campus:** Leestown

**Supervisor:** Jeffrey Herron \_\_\_\_\_

### Contact Information:

**Name:** \_Jeffrey Herron\_\_\_\_\_

**Building:** Building C\_\_\_\_\_

**Room:** 100\_\_\_\_\_

**Phone:** \_\_859-246-6799\_\_\_\_\_

**Brief Job Description:** \_Clerical duties which include filing, scheduling appointments, copying, etc; customer service (answering phone, greeting people, answering questions); assisting students with activating accounts, registering for classes, using their student self service

**Preferred qualifications:** 2 semesters of successful college coursework, understanding and knowledge of their student self service account and email, computer skills, experience in customer service

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**Number of positions:** \_\_1\_\_