



**2011 - 2012**

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

**Department: CHLSS – Social Work and Human Services**

**Campus: Regency**

**Supervisor: Carol Stiles**

### **Contact Information:**

**Name Carol Stile**

**Building: Regency**

**Room: 105**

**Phone: 859-246-6336**

**Brief Job Description: answer phones, file, write letters, grade papers, answers questions from prospective and current students. I need someone on Tues., Thurs and possibly Fri. I would prefer less than 20 hours a week.**

**Preferred qualifications: Must be proficient in communication skills both verbal and written. Computer skills required. Organizational skills required. Able to work on Tues., Thurs. and possibly Friday.**

**Number of positions: 1**