



2011 - 2012

FEDERAL WORK-STUDY JOB DESCRIPTION

Department: Advising and Assessment _____

Campus: Cooper _____

Supervisor: Jaime Coates _____

Contact Information:

Name: Jaime Coates _____

Building: Oswald _____

Room: 109 _____

Phone: 859-246-6224 _____

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

Number of positions: 1 _____