



2014-2015

## FEDERAL WORK-STUDY JOB DESCRIPTION

**Department:** Financial Aid

**Campus:** Cooper

**Supervisor:** Chelsea Rhinehart

### Contact Information:

**Name:** Chelsea Rhinehart

**Building:** Oswald

**Room:** 121

**Phone:** 859-246-6731

**Brief Job Description:** This position entails: filing, sorting incoming/outgoing mail, making folders and labels, checking office supplies, assisting with mass mailings (stuffing envelopes), making copies, data entry, and helping with special projects as needed. Up to 20 hours per week.

**Preferred qualifications:** Dependable, detail oriented, organized, efficient, good communication skills, team player, some experience with Microsoft Word/Excel, experience operating copier/fax.

**Number of positions:** 2