

2012 - 2013 FEDERAL WORK-STUDY JOB DESCRIPTION

Department: Financial aid

Campus: Danville

Supervisor: Heather Wagner

Contact Information:

Name: Heather Wagner

Building: Main

Room: 148

Phone: 859-248-6839

Brief Job Description: Filing, postal mailings, data entry, copying, and general office duties

Preferred qualifications: Organized, filing skills, computer skills, faxing skills, general office skills and customer service skills

Number of positions: 1