

## FEDERAL WORK-STUDY JOB DESCRIPTION

Department:	SDEM
Campus:	Danville
Supervisor:	Renada Boone
Contact Informat	ion:
Name:	Renada Boone
Building:	BCTC
Room:	104B
Phone:	859-246-6884
and duties as assig	tion: <u>Filing, answering phones, making copies, scanning,</u> uned
Preferred qualific	ations: <u>Microsoft Excel &amp; Word, Good Customer Service</u>
Number of positio	ans: 2