

**2019-2020  
FEDERAL WORK-STUDY  
JOB DESCRIPTION**

**Department:** Administration  
**Campus:** Lawrenceburg  
**Position Title:** Front Office Student Worker

**Supervisor Information:**

**Name:** Tiffany Drury  
**Campus:** Lawrenceburg  
**Building:** Main Building, Room 148  
**Phone:** 859-246-6811

**Brief Job Description:** Assist with day-to-day operating of the front office. Support faculty and staff to ensure a smooth experience for students, greet students and offer assistance, help with phone campaigns to aid in recruitment efforts.

**Preferred qualifications:** computer skills and customer service skills, personable, professional

**Number of positions:** 1



**BLUEGRASS**  
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