

**2018-2019
FEDERAL WORK-STUDY
JOB DESCRIPTION**

Department: Student Rights and Responsibilities

Campus: Leestown

Position Title: Front Desk Office Assistant

Supervisor Information:

Name: Christina Robinson

Campus: Leestown

Building: Building C

Room: Suite 100

Phone: 859-246-6921

Brief Job Description: The person(s) in this position will assist the Administrative Assistant with daily responsibilities; scheduling advising appointments (walk-ins/telephone), answering emails, assist with collecting and distributing incoming and outgoing mail, make student ID's, provide excellent customer service, other duties as assigned

Preferred qualifications: Provide exemplary customer service, experience with MS Windows, Office Excel, Word, Publisher, Outlook, & PeopleSoft. Prefer someone who has availability to work morning and afternoon shifts 20 hours a week.

Number of positions: 1-2



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