

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

Department: Advising, Career and Transfer Center

Campus: Cooper Campus

Position Title: Office Assistant

Supervisor Information:

Name: Jaime Lowe/Aaron Akey

Campus: Cooper Campus

Building: Oswald Building

Room: 109

Phone: 859-246-6224

Brief Job Description: Assist in daily operations of the Advising, Career and Transfer Center which includes: customer service at the front desk as needed, answering phone calls, proctoring placement testing, assisting with all new student Orientations in the summer, filing, and other duties as assigned.

Preferred qualifications: Reliable, strong communication skills, office work experience and customer service experience preferred. This position will offer 15-20 hours per week.

Number of positions: 1



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