

2018-2019
FEDERAL WORK-STUDY
JOB DESCRIPTION

Department: Student Support Services (SSS – Lexington)

Campus: Cooper

Position Title: SSS Peer Resource Specialist/ Office Assistant

Supervisor Information:

Name: Marissa Smith

Campus: Cooper

Building: Academic Technical

Room: AT 102

Phone: 859-246-6848

Brief Job Description:

Student will work approximately 10-20 hours per week in the SSS Office. Student will assist with filing, making copies, creating PowerPoints, and collecting student data from Peoplesoft. Student will cover the front desk as needed – answering phones, scheduling appointments and assisting students who come into the office. Student will assist with classroom presentations, recruiting events, and workshops. Student will research scholarship opportunities and assist students with applications. Student will research and become knowledgeable about community resources and assist in the development of community partnerships. Student will assist staff with new tasks/projects as needed.

Preferred qualifications:

Experience with Powerpoint, Word, Excel and Blackboard. Experience with Peoplesoft – ability to schedule classes and check financial aid, etc. Student must be comfortable with public speaking in order to assist with classroom presentations, recruiting events and workshops. Student must be teachable and creative. Position requires high level of dependability and confidentiality.

Number of positions: 2

