

2016 – 2017
FEDERAL WORK-STUDY
JOB DESCRIPTION

Department: Admissions

Campus: Cooper

Supervisor: Jill Page

Contact Information:

Name: Jill Page

Building: Oswald

Room: 200 (Visitor Center)

Phone: 859-246-6252

Brief Job Description: Student will be responsible for scanning official documents, processing mailings, alphabetizing and filing, data entry and other duties as assigned. Student will be held accountable for the filing and handling of official documents, and for maintaining confidentiality regarding student information per federal privacy regulations.

Preferred qualifications: Student must be able to follow instructions and execute tasks with minimal supervision, alphabetize documents and files with accuracy, and have word processing and typing skills. Student should display sound judgment and take pride in their work. Student should be able to work a minimum of 10 hours per week.

Number of positions: 2