

2016 - 2017
FEDERAL WORK-STUDY
JOB DESCRIPTION

Department: Admissions _____

Campus: Winchester-Clark County _____

Position Title: Student Office Worker _____

Supervisor Information:

Name: Bruce Manley _____

Campus: Winchester-Clark County _____

Building: Main _____

Room: 204 (Office) _____

Phone: 859-246-6662 _____

Brief Job Description: Assist students, faculty and staff. Screen students in Peoplesoft for Admissions, answer phones and other duties as assigned

Preferred qualifications: Computer skills, good communication skills and excellent customer service.

Number of positions: 2 _____

