

2016 - 2017 FEDERAL WORK-STUDY JOB DESCRIPTION

Department: Learning Commons (Library)

Campus: Newtown

Position Title: Student Assistant

Supervisor Information:

Name: Terry Buckner or Deb Vantrees

Campus: Newtown

Building: Classroom Building

Room: 120

Phone: 859-246-6397 (Terry) or 859-246-6670 (Deb)

Brief Job Description: Student workers are needed to work in the public services department. This entails checking in and checking out of library items, answering questions, and general customer service. Additionally, students will be shelving books, shelf reading, cleaning, and any other projects assigned. The Learning Commons is open M-Th 7:45 am-7:00 pm and F 7:45 am-4:30 pm, so evening hours may be required. 10-20 hours per week.

Preferred qualifications: Punctuality, dependability, computer skills, basic math skills including decimals, attention to detail, and ability to work with the public.

Number of positions: 2



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