

**2017-2018
FEDERAL WORK-STUDY
JOB DESCRIPTION**

Department: Office of Admissions-SDEM

Campus: Cooper Campus

Position Title: Admissions Work Study

Supervisor Information:

Name: Dan Pauley

Campus: Cooper

Building: Oswald

Room: 200

Phone: 859-246-6247

Brief Job Description: Filing, greeting visitors, answering basic questions, answer phones

Preferred qualifications: Computer skills, good with people

Number of positions: 1

