

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

**Department:** Advising & Assessment

**Campus:** Cooper Campus

**Position Title:** Front Desk Assistant

**Supervisor Information:**

**Name:** Jaime Lowe

**Campus:** Cooper Campus

**Building:** Oswald Bldg

**Room:** 109

**Phone:** 859-246-6224

**Brief Job Description:** Customer service at the front desk, answering phones, filing, proctoring placement testing, scheduling appointments, and making copies

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**Preferred qualifications:** Must be reliable and able to work 15-20 hours a week. Customer service experience preferred but not required

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**Number of positions:** 1

