

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

**Department:** Disability Support Services

**Campus:** Cooper OB 320

**Position Title:** Editor of Textbooks

**Supervisor Information:**

**Name:** Dolores Meaux

**Campus:** Cooper

**Building:** Oswald

**Room:** 320

**Phone:** 859-246-6534

**Brief Job Description:** Editing books from a PDF File on the computer.

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**Preferred qualifications:** Proficient in MicroSoft Word and Editing Books.

Good Attendance

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**Number of positions:** 2

