



2017 - 2018

FEDERAL WORK-STUDY JOB DESCRIPTION

Department: Financial Aid

Campus: Cooper

Supervisor: Lorie Settles

Contact Information:

Name: Lorie Settles

Building: Oswald

Room: 121

Phone: 859-246-6876

Brief Job Description: Student will be responsible for filing, sorting mail, assisting with mass mailings, and helping with special projects as needed. Student may work up to 20 hours per week.

Preferred qualifications: Student must be dependable, detail oriented, and organized. Student must be able to alphabetize documents and files with accuracy and maintain confidentiality regarding student information. Experience with Microsoft Word and Excel is preferred. Student should be a self-starter and exhibit a strong desire to learn and grow in the position.

Number of positions: 2