

**2018-2019
FEDERAL WORK-STUDY
JOB DESCRIPTION**

Department: Records
Campus: Leestown
Position Title: Student Records Support

Supervisor Information:

Name: Bethany Lawson
Campus: Leestown
Building: C
Room: 170- One Stop
Phone: 859-246-6766

Brief Job Description: Assisting the Register and other Records team members with filing, organization, and general office work. Will also assist in the One Stop to help troubleshoot and send issues to the correct department (Records, Financial Aid, Admissions, Billing, Advising, Etc.) within the One Stop or outside in the surrounding offices.

Preferred qualifications: Student with excellent organizational skills, enjoys office work. Helpful and Service Orientated

Number of positions: 1



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