

2018-2019
FEDERAL WORK-STUDY
JOB DESCRIPTION

Department: First Year Center

Campus: Cooper

Position Title: FYC Office Assistant

Supervisor Information:

Name: Savannah Michaels

Campus: Cooper

Building: Moloney

Room: 225

Phone: 859.246.6765

Brief Job Description: Student will work in the First Year Center at Newtown Campus. Student will perform filing, copying, office duties and assist the FYC director and coaches. Student will work at the front desk and answer the phones and assist students who come in with questions. Students will also assist with FYC campus events.

Preferred qualifications: Students in this position need to be reliable, organized, punctual, and comfortable working with the public. Students interested in being involved in campus activities and being trained in developing a variety of new skills are encouraged to apply. Student should be familiar with Microsoft Office (Word, Powerpoint) and should be comfortable learning to use new software.

Number of positions: 2



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