

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

Department: Multicultural Advisement and Intramural Sports

Campus: Cooper

Position Title: Student Assistant

Supervisor Information:

Name: Donna LJ Murphy

Campus: Cooper

Building: Oswald

Room: 103 J

Phone: 859-246-6529

Brief Job Description: Provide clerical and technical support-produce documents/emails, photocopy, scan, fax, file and internet research; assist with area's student activities; do supply & equipment inventory; oversee bulletin boards and help maintain appearance of suite.

Preferred qualifications: PC skills-Word, Excel, Publisher, Power Point, solid verbal and written communication skills; detail orientated; self-motivated; multi-tasker; organized & dependable

Number of positions: 1-2



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