

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

Department: Advancement and Organizational Development

Campus: Danville

Position Title: Front Office Assistant

Supervisor Information:

Name: Erin Tipton

Campus: Danville

Building: Main Building

Room: 103

Phone: 859-246-6862

Brief Job Description: Provide front office support, greet current and prospective students, and visitors. Filing, answering phones, office coverage during lunch.

Preferred qualifications: Excellent customer service skills, ability to work well with students, faculty, and staff. Email, Word, Excel

Number of positions: 1



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