

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

**Department:** Administration

**Campus:** Lawrenceburg

**Position Title:** Front Office Assistant

**Supervisor Information:**

**Name:** Dianna Barkley

**Campus:** Lawrenceburg

**Building:** Main

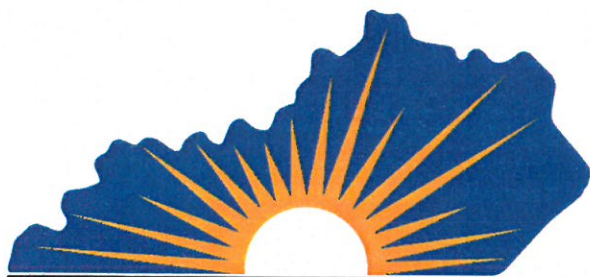
**Room:** 143

**Phone:** 859-246-6804

**Brief Job Description:** Filing, office duties, greeting visitors, answering basic questions, answer phones, assist with testing, and assist with events.

**Preferred qualifications:** Computer skills, good with people.

**Number of positions:** 1



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