

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

**Department:** Learning Commons (Library)

**Campus:** Newtown

**Position Title:** Student Assistant

**Supervisor Information:**

**Name:** Terry Buckner and Heather Rapp

**Campus:** Newtown

**Building:** Classroom Building

**Room:** 120

**Phone:** 859-246-6397 (Terry) or 859-246-6608 (Heather)

**Brief Job Description:** Public Services position. Checking in and out of library items, answering questions, shelving books, shelf-reading, cleaning, and other projects as assigned. The Learning Commons is open 8-7 M-Th and 8-4:30 F.

**Preferred qualifications:** Punctuality, dependability, computer skills, basic math skills including decimals, attention to detail, and ability to work with the public.

**Number of positions:** 2-3



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