

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

Department: Financial Aid

Campus: Cooper

Position Title: Student Assistant

**Supervisor Information:**

Name: Lorie Settles

Campus: Cooper

Building: Oswald

Room: 121

Phone: apply in person

**Brief Job Description: Student will be responsible for filing, sorting mail, assisting with mass mailings, and helping with special projects as needed. Student may work up to 20 hours per week.**

**Preferred qualifications: Student must be dependable, detail oriented, and organized. Student must be able to alphabetize documents and files with accuracy and maintain confidentiality regarding student information. Student must adhere to a set schedule and strive to maintain attendance. Experience with Microsoft Word and Excel is preferred. Student should be a self-starter and exhibit a strong desire to learn and grow in the position.**

Number of positions: 2



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