

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

**Department:** Administration

**Campus:** Lawrenceburg

**Position Title:** Front Office Assistant

**Supervisor Information:**

**Name:** Tiffany Drury

**Campus:** Lawrenceburg

**Building:** Main Building, Room 148

**Phone:** 859-246-6811

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

**Preferred qualifications:** computer skills, good with people

**Number of positions:** 1



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