

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

Department: Records

Campus: Leestown

Position Title: Student Records Support

**Supervisor Information:**

Name: Bethany Lawson

Campus: Leestown

Building: C

Room: 170-One Stop

Phone: 859-246-6766

**Brief Job Description:** Assisting the Register and other Records team members with filing, organization, and general office work. Will also assist in the One Stop to help troubleshoot and send issues to the correct department (Records, Financial Aid, Admissions, Billing, Advising, Etc.) within the One Stop or outside in the surrounding offices

**Preferred qualifications:** student with excellent organizational skills, enjoys office work. Helpful and Service Orientated

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Number of positions: 2



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