

# Summer 2019 FEDERAL WORK-STUDY JOB DESCRIPTION

Department: First Year Center

Campus: Newtown

Position Title: FYC Office Assistant

## Supervisor Information:

Name: Ted Nilsson

Campus: Newtown

Building: SEC

Room: 101

Phone: 859-246-6702

**Brief Job Description:** Student will work in the First Year Center at Newtown Campus. Student will perform filing, copying, office duties and assist the FYC director and coaches. Student will work at the front desk and answer the phones and assist students who come in with questions. Student will also assist with planning, setup, and cleanup for First Year Orientations.

**Preferred qualifications:** Students in this position need to be reliable, organized, and punctual. Students interested in being involved in campus activities and being trained in developing a variety of new skills are encouraged to apply. Student should be familiar with Microsoft Office (Word, Powerpoint) and should be comfortable learning to use new software.

**Number of positions:** 2



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