

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

**Department:** Disability Support Services

**Campus:** Cooper/Newtown

**Position Title:** Editor of Textbooks

**Supervisor Information:**

**Name:** Dolores Meaux

**Campus:** Cooper

**Building:** Oswald

**Room:** 320

**Phone:** 859-246-6534

**Brief Job Description:** editing books from a PDF file on the computer

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**Preferred qualifications:** proficient in Microsoft word and editing books. Good attendance

**Number of positions:** 2-3



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