

**2017-2018
FEDERAL WORK-STUDY
JOB DESCRIPTION**

Department: Talent Search

Campus: Leestown

Position Title: Office Assistant

Supervisor Information:

Name: Dikiea Elery

Campus: Leestown

Building: N117

Room: 1174

Phone: 859-246-6574

Brief Job Description: Filing, answering phones, mass mailings

Preferred qualifications: good grades, customer service skills, phone etiquette, dependable, reliable, attention to details

Number of positions: 1

