

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

Department: Nurse Aid Program and Kentucky Aid Testing

Campus: Leestown

Position Title: Student Assistant

Supervisor Information:

Name: Janie C. Thompson

Campus: Leestown

Building: A

Room: 253

Phone: 859-246-4640

Brief Job Description: Assist with clerical work including but not limited to filing, chart audits using a check sheet, proctoring written exams, putting up supplies, and answering the phone.

Preferred qualifications: none

Number of positions: 1



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