

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

Department: Testing Center

Campus: Leestown

Position Title: Student Testing Associate

Supervisor Information:

Name: Darrell Brewer

Campus: Leestown

Building: N

Room: 110

Phone: 859-246-6669

Brief Job Description: Assist with testing materials, greet candidates, stock handouts and other inventory. Perform periodic walk-throughs of testing areas. Complete and maintain necessary testing center related certifications. Sharpen pencils, make, copies, answer phones.

Preferred qualifications: Excellent customer service skills, Basic computer knowledge, Attention to detail and efficiency, Punctual and reliable.

Number of positions: 3

