

**2018-2019
FEDERAL WORK-STUDY
JOB DESCRIPTION**

Department: Migrant Education (M&I)

Campus: Leestown

Position Title: Clerical

Supervisor Information:

Name: Jackie Roth

Campus: Leestown

Building: B

Room: 109

Phone: 859-246-4616

Brief Job Description: Data entry, filing, putting together tutoring supplies, answering phones, putting supplies in storage room, and helping around the office for 1 or 2 days a week for 4 hours a day.

Preferred qualifications: Good grasp of computer databases, how to file, and good people skills, Spanish is a plus

Number of positions: 1



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