

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

**Department:** Library / Learning Commons

**Campus:** Leestown

**Position Title:** Student Library Assistant

**Supervisor Information:**

**Name:** Maureen Cropper, Courtney Jordan

**Campus:** Leestown

**Building:** A Building

**Room:** 112

**Contact:** For questions about the position or to apply, please contact Courtney Jordan at 859-246-6409 or [Courtney.jordan@kctcs.edu](mailto:Courtney.jordan@kctcs.edu).

**Brief Job Description:**

Public services position: checking library items in and out, answering questions, shelving materials, shelf-reading, minor cleaning, and other projects as assigned

**Preferred qualifications:**

Punctuality, dependability, computer skills, basic math skills, attention to detail, and the ability to work courteously with the public. Familiarity with using, or willingness to learn about, various student tools and services such as KCTCS e-mail, the BCTC website, and Microsoft Office.

**Number of Positions:** 1-2



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