2009 - 2010
FEDERAL WORK-STUDY
JOB DESCRIPTION

Department: Admissions
Campus: Cooper
Supervisor: Melissa Terry

Contact Information:
Name: Melissa Terry
Building: OB
Room: 200
Phone: 859-246-6212

Brief Job Description: The Office of Admissions is looking for motivated, responsible work study students to help with the operations of a very busy office. This is a great chance to build useful office and customer service skills, as well as building references for future positions! Typical work assignments include:

- filing
- working with documents
- preparing mailings
- working at the reception desk
- assisting with Tours
- possible data entry

Preferred qualifications:
- responsibility
- patience
- desire to work with a wide variety of people
- positive attitude of helpfulness and service to both staff and students
- previous office and computer experience a plus, but not required

Number of positions: 2

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