2009 - 2010
FEDERAL WORK-STUDY
JOB DESCRIPTION

Department: Interdisciplinary Early Childhood Education (IECE)
Campus: Leestown
Supervisor: Tricia Platt

Contact Information:
Name: Tricia Platt
Building: Bldg. A
Room: 212
Phone: 246-6258

Brief Job Description: CONFIDENTIAL work with IECE documentation/records filing and maintenance; general office/clerical work; IECE class prep/clean-up; support model child care classroom organization and arrangement

Preferred qualifications: Experienced with Microsoft Office programs, BlackBoard; professional phone etiquette and interpersonal communication skills; child care experience helpful but not required

Number of positions: 1