2009 - 2010
FEDERAL WORK-STUDY
JOB DESCRIPTION

Department: Records_______________________________
Campus: Cooper____________________________________
Supervisor: Michelle Marshall & Tameka Chisley________

Contact Information:
Name: Michelle or Tameka________________________
Building: Oswald________________________________
Room: 203_______________________________________
Phone: 859-246-6489 or 859-246-6493______________

Brief Job Description: Filing, answering phones, help with registration, assist students at the front counter, and other general office duties.

Preferred qualifications: Basic understanding of Microsoft Office Applications

Number of positions: __4-5__