Department: Student Support Center

Campus: Cooper

Supervisor: Kathy Shoemaker

Contact Information:
- Name: Kathy Shoemaker
- Building: Oswald
- Room: 103
- Phone: 859-246-6530

Brief Job Description: copying, typing, answering phones, desk coverage, student help, answer questions for students/faculty/staff, faxes, other duties as assigned

Preferred qualifications: Microsoft Office, General Office knowledge, Good people skills, know how to operate copier/fax machine

Number of positions: 4