2009 - 2010
FEDERAL WORK-STUDY
JOB DESCRIPTION

Department: Student Records
Campus: Leestown Campus
Supervisor: Kyle Heinlein

Contact Information:
Name: Kyle Heinlein
Building: C Building
Room: 170
Phone: 246-6764

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: 1 position