



2013 - 2014

FEDERAL WORK-STUDY JOB DESCRIPTION

Department: Financial Aid

Campus: Cooper

Supervisor: Chelsea Rhinehart

Contact Information:

Name: Chelsea Rhinehart

Building: Oswald

Room: 121

Phone: 859-246-6731

Brief Job Description: This position entails: filing, sorting incoming/outgoing mail, making folders and labels, checking office supplies, assisting with mass mailings (stuffing envelopes), making copies, data entry, and helping with special projects as needed. Up to 15 hours per week.

Preferred qualifications: Dependable, detail oriented, organized, efficient, good communication skills, team player, comfortable with Microsoft Office/Excel, experience operating copier/fax.

Number of positions: 2