

## FEDERAL WORK-STUDY JOB DESCRIPTION

**Department:** Financial Aid

**Campus: Danville** 

**Supervisor: Heather Wagner** 

**Contact Information:** 

Name: Heather Wagner

**Building: Danville Main Campus** 

**Room:** 103D

Phone: 859-246-6839

Brief Job Description: Filing, postal mailings, data entry, copying, and general office duties, scanning and emailing documents.

Preferred qualifications: Must be extremely reliable and prompt, organized, filing skills, computer skills, faxing skills, general office skills and customer service skills

Number of positions: 1