POSITION SUMMARY

This position provides support to Learning Center visitors and staff. May assist media coordinator, staff coordinator, and tech coordinator (if needed). Required to greet faculty, direct them to resources, workrooms, trainings and staff offices. Will help staff assistances prepare mail slots, track materials check out data, prepare rooms and materials for training and events, and track sign-in data. Responsible for clerical duties such as filling the copier, organizing binders and handouts, checkout supplies (Adjunct Central 2), pick up/drop off packages, make coffee, etc. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Pick up and deliver mail
4. Scanning and/or shredding
5. Provide general information related to the department
6. Record maintenance, preparation and review of forms, data entry
7. Mail department information
8. Provide handouts and/or forms to customers
9. Maintain inventory
10. Set up learning environment (such as labs, classrooms, etc.)
11. Check out equipment
12. Prepare reports
13. Event preparation and support
14. Collect and record data
15. Maintain and/or process records

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20 lbs.
- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing