**POSITION NUMBER**: CF00004

**JOB TITLE**: Student Worker I, Administrative Specialist  
College Work Study Position

**DEPARTMENT**: Division III, Dean’s Office  
**PAY**: 7.54 per/hr.

**CAMPUS**: LSC-CyFair  
**HOURS**: 8 - 10 per/wk.

**POSITION SUMMARY**

This position serves as a suite receptionist Monday – Thursday from 8 a.m. to 10 a.m. Duties will include customer service, greeting and directing all visitors, posting class cancellation signs, running errands across campus, and logging students in/out of the practice rooms. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

**PRIMARY RESPONSIBILITIES**

1. Copying
2. Answering phones, taking messages, redirecting calls
3. Provide general information related to the department
4. Check out equipment
5. Collect and record data

**REQUIRED QUALIFICATIONS**

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

**KNOWLEDGE SKILLS AND ABILITIES**

- Customer service
- Interpersonal skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices

**USE OF EQUIPMENT AND MACHINERY**

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