POSITION NUMBER: CF00030

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Student Worker I, Administrative Specialist I</th>
<th>College Work Study Position</th>
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</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Enrollment Management</td>
<td>PAY: 7.54 per/hr.</td>
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<tr>
<td>CAMPUS:</td>
<td>LSC-CyFair</td>
<td>HOURS: 19.5 per/wk.</td>
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</tbody>
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POSITION SUMMARY

This position will support the office of Enrollment Management and will assist the Dean in the day to day operations of the office and work closely with the Dean’s assistant. Duties to include: answering phones, making copies, preparing folders/handouts for presentations; sort and distributing mail; operating copier/scanner, laminator, facsimile, shredder and label printer; and adhering to a work schedule agreed upon with supervisor. May interact one-on-one with students.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Scanning and/or shredding
7. Provide handouts and/or forms to customers
8. Check out equipment
9. Collect and record data
10. Guided tours
11. Maintain and/or process records

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Ability to sort, merge, and complete mass mailings
- 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