POSITION NUMBER: CYFB0007

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

**DEPARTMENT:** Office of the Dean of Instruction

**PAY:** 7.54 per/hr.

**CAMPUS:** LSC-Fairbanks Center

**HOURS:** 19.5 per/wk.

**POSITION SUMMARY**

This position will perform light clerical and receptionist duties in the Office of the Dean of Instruction. Duties include: answering and directing calls, assisting visitors, filing, copying, and scanning. Must be able to work Friday mornings. May interact one-on-one with students. Will work with and assist diverse groups.

**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 general information related to the department
8. Provide handouts and/or forms to customers
9. Provide limited technology support to end users

**REQUIRED QUALIFICATIONS**

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

**KNOWLEDGE SKILLS AND ABILITIES**

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

**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
- Use or repair small/light equipment such as power tools