POSITION NUMBER: KW00005

JOB TITLE: Student Worker II, Administrative Specialist
DEPARTMENT: The Women’s Center
CAMPUS: LSC-Kingwood

Pay: 8.74 per/hr.
HOURS: 10-15 per/wk.

POSITION SUMMARY

Provide support to the Women’s Center. Will work with and assist diverse groups of students. This position will answer the phone, maintain the department database for email communications, distribute marketing materials on campus, greet visitors, assist the Director with campus activities, programs, and maintain office materials. May interact one-on-one with students.

PRIMARY RESPONSIBILITIES

1. Copying
2. Answering phones, taking messages, redirecting calls
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. Provide handouts and/or forms to customers
8. Maintain inventory
9. Set up learning environment (such as labs, classrooms, etc.)
10. Maintain knowledge of multiple programs
11. Provide limited technology support to end users
12. Collect and record data
13. Event preparation and support

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 2 years of related work experience

KNOWLEDGE SKILLS AND ABILITIES

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

USE OF EQUIPMENT AND MACHINERY

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