POSITION NUMBER: KW00018

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Student Worker I, Student Ambassador I</th>
<th>College Work Study Position</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Student Services/FA</td>
<td>PAY: 7.54 per/hr.</td>
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<td>CAMPUS:</td>
<td>LSC-Kingwood</td>
<td>HOURS: up to 25 per/wk.</td>
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POSITION SUMMARY

This position will provide support the Student Services and the Financial Aid Departments. The Student Ambassador will assist students with admission, enrollment, and financial aid processes. Duties to include filing, copying, faxing, answering phones and taking messages, and providing general information and handouts to all guests. 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. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Provide general information related to the department
7. Provide handouts and/or forms to customers
8. Set up learning environment (such as labs, classrooms, etc.)
9. Event preparation and support
10. Maintain knowledge of multiple programs
11. Provide limited technology support to end users
12. Guided tours

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- 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

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