POSITION NUMBER: KW00019

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

POSITION SUMMARY

This position will provide assistance to Enrollment Services regarding the graduation process. Duties to include: filing graduation applications, inputting information into the database, delivering course substitution documents to the academic department, helping research course descriptions for other institutions, labeling, and addressing postage. May interact one-on-one with students.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Mail department information
7. Event preparation and support
8. Collect and record data
9. Maintain and/or process records

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

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

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing