POSITION NUMBER: MC00004R

JOB TITLE: Student Worker I, Mascot
DEPARTMENT: Student Life/Sports and Recreation
CAMPUS: LSC-Montgomery

PAY: 8.74 per/hr.
HOURS: 19.5 hours per/wk.

POSITION SUMMARY
Provide support to the Sports and Recreation Department. Required to appear as the LSC-Montgomery mascot on campus and in the community; must appear at evening and weekend events wearing a very hot mascot costume. Will interact with students and children, recruit new students, etc. Required to participate in community service and outreach events. Will work with diverse groups. May interact with a high volume of customers. May interact on-on-one with students.

PRIMARY RESPONSIBILITES
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. Record maintenance, preparation and review of forms, data entry
9. Provide handouts and/or forms to customers
10. Maintain inventory
11. Check out equipment
12. Event preparation and support
13. Prepare reports
14. Collect and record data
15. Maintain knowledge of multiple programs
16. Guided tours
17. Interpret regulations and policies
18. Maintain and/or process records

REQUIRED QUALIFICATIONS
- High School Diploma or Equivalent
- 1 year of related work 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
- 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