POSITION NUMBER: MC00006
JOB TITLE: Student Worker II, Community Service Specialist
DEPARTMENT: Student Life/Sports and Recreation
CAMPUS: LSC-Montgomery

POSITION SUMMARY
Provide support to the Sports and Recreation Department. Responsibilities include assisting with community service projects, assist at volunteer fairs, data entry student participation. Will be required to read to children at the LSC-Montgomery childcare facility weekly, to assist with campus events, and to complete clerical duties. 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. Copying
2. Faxing
3. Answering phones, taking messages, redirecting calls
4. Scanning and/or shredding
5. Provide general information related to the department
6. Record maintenance, preparation and review of forms, data entry
7. send standardized department emails
8. Provide handouts and/or forms to customers
9. Maintain inventory
10. Check out equipment
11. Event preparation and support
12. Maintain knowledge of multiple programs
13. Collect and record data
14. Prepare reports

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

KNOWLEDGE SKILLS AND ABILITIES
- Customer service skills
- Interpersonal skills
- Organizational skills
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Communication skills (written and/or oral)
- Analytical and problem solving skills
- Working knowledge of general office procedures and practices
- Ability to multi-task
- Ability to sort, merge, and complete mass mailings
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