POSITION NUMBER: MC00013

JOB TITLE: Student Worker II, Administrative Specialist

DEPARTMENT: NASH

PAY: 8.74 per/hr.

CAMPUS: LSC-Montgomery

HOURS: Up to 19.5 per/wk.

POSITION SUMMARY

This position provides support to the NASH Department Dean, DOM, staff, faculty, students and community. May interact one-on-one with students. Required to perform clerical duties including filing, copying, faxing, answering calls, etc. 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. Scanning and/or shredding
7. Provide general information related to the department
8. Mail department information
9. Send standardized department emails
10. Provide handouts and/or forms to customers
11. Maintain inventory
12. Check out equipment
13. Event preparation and support
14. Collect and record data
15. Maintain knowledge of multiple programs
16. Provide limited technology support to end users
17. Guided tours
18. Interpret regulations and policies

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year of related work experience

KNOWLEDGE SKILLS AND ABILITIES

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

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