POSITION NUMBER: MC00016

<table>
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<tr>
<th>JOB TITLE: Student Worker I, Administrative Specialist</th>
<th>College Work Study Position</th>
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<td>DEPARTMENT: Orientation</td>
<td>PAY: 7.54 per/hr.</td>
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<td>CAMPUS: LSC-Montgomery</td>
<td>HOURS: up to 19.5 hours per/wk.</td>
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POSITION SUMMARY

Will provide support to the department by performing clerical duties of data entry, copying, and shredding documents. Will help with the set-up and clean-up of orientation events and community service projects.

PRIMARY RESPONSIBILITIES

1. Copying
2. Answering phones, taking messages, redirecting calls
3. Scanning and/or shredding
4. Event preparation and support
5. Collect and record data
6. 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)
- 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
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing