POSITION NUMBER: MC00019

JOB TITLE: Student Worker I, Administrative Specialist

DEPARTMENT: CE

CAMPUS: LSC-Montgomery

PAY: 7.54 per/hr.

HOURS: 15 - 19 per/wk.

POSITION SUMMARY

This position will provide office support primarily for the Division Operations Manager and other staff in the Continuing Education Department. May interact one-on-one with students. 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. Record maintenance, preparation and review of forms, data entry
9. Provide handouts and/or forms to customers
10. Maintain inventory
11. Collect and record data
12. Maintain knowledge of multiple programs

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)
- 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
- 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