POSITION NUMBER: MC00033

| JOB TITLE: | Student Worker III, Business Office Specialist III | PAY: 10.40 per/hr. |
| DEPARTMENT: | Business Office | HOURS: 19.5 per/wk. |
| CAMPUS: | LSC-Montgomery |

**POSITION SUMMARY**

This position will support the Business Office. Duties to include: posting tuition payments, waivers, refund checks and miscellaneous transactions; record cash payments for parking violations; prepare bank deposits and place banking orders; be available for scheduled deposit pickup by guard service; place and release student holds as necessary; coordinate with campus personnel regarding third party billing transactions and check cancellations; record and issue vending refunds; and attend off-site sessions as needed. Required to provide high level information. 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. 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. Mail department information
10. Send standardized department emails
11. Provide handouts and/or forms to customers
12. Prepare reports
13. Collect and record data
14. Maintain knowledge of multiple programs
15. Provide limited technology support to end users
16. 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
• Use small office equipment including copy machines or multi-line phone system
• Use computer for word processing