POSITION NUMBER: MC00039

**JOB TITLE:** Student Worker I, Administrative Specialist I  
**DEPARTMENT:** VP Executive Suite  
**CAMPUS:** LSC-Montgomery

**PAY:** 7.54 per/hr.  
**HOURS:** 8 – 12 hours per/wk.

**POSITION SUMMARY**

The position will provide assistance to the Administrative support team. Duties to include: being the initial point of contact to external and internal visitors; providing campus directions on request; providing back up coverage for the VP suite; keeping the work study desk area clean; making routine deliveries on campus; assisting with loading and unloading vehicles and storing shipments; serving/monitoring food; and assisting with duties in the VP Executive Suite and Building E as directed. 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. Provide handouts and/or forms to customers  
11. Maintain inventory  
12. Event preparation and support

**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  
- 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
- Lift objects weighing up to 20 lbs.
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing