POSITION NUMBER: NH000010

<table>
<thead>
<tr>
<th>JOB TITLE: Student Worker I, Administrative Specialist</th>
<th>College Work Study Position</th>
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<tr>
<td>DEPARTMENT: Admissions/ESOL</td>
<td>PAY: 7.54 per/hr.</td>
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<td>CAMPUS: LSC-North Harris</td>
<td>HOURS: 19.50 per/wk.</td>
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POSITION SUMMARY

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. Assist students with registration and clerical duties.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Scanning and/or shredding
5. Provide general information related to the department
6. Scanning and/or shredding
7. Provide handouts and/or forms to customers

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- Choose an item.

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational 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

- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing