POSITION NUMBER: NH00008

JOB TITLE: Student Worker I, Event Specialist

DEPARTMENT: Public Relations

CAMPUS: LSC-North Harris

PAY: 7.54 per/hr.

HOURS: 10-15 per/wk.

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 the conference center and the Special Events Manager. Special events require preparing, decorating, executing and reviewing events.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Record maintenance, preparation and review of forms, data entry
4. Maintain inventory

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

- 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