POSITION NUMBER: NH00011

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Student Worker I, Student Life Specialist</th>
<th>College Work Study Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Student Life</td>
<td>PAY: 7.54 per/hr.</td>
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<tr>
<td>CAMPUS:</td>
<td>LSC-North Harris</td>
<td>HOURS: 19.5 per/wk.</td>
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</tbody>
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POSITION SUMMARY

Provide support to the Student Life Department. Responsibilities include verifying student enrollment, checking student IDs, issuing equipment, clerical duties (answering phones, taking messages, etc.), and leading guided tours. Will work with and assist diverse groups. May interact-one-on-one with students. May interact with a high volume of customers.

PRIMARY RESPONSIBILITES

1. Scanning and/or shredding
2. Provide general information related to the department
3. Pick up and deliver mail
4. Record maintenance, preparation and review of forms, data entry
5. Provide general information related to the department
6. Event preparation and support

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year related work experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service skills
- Interpersonal skills
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Communication Skills (written and/or oral)

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