POSITION NUMBER: TC00001

JOB TITLE:  Student Worker II, Learning Center Specialist

DEPARTMENT: Extended Learning Center

PAY:  8.74 per/hr.

CAMPUS: LSC-Tomball

HOURS: 10-12 per/wk.

POSITION SUMMARY

This position provides support to the Extended Learning Center. Required to greet students and library patrons as they request information about the tutoring center. 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. Maintain inventory
13. Check out equipment
14. Event preparation and support
15. Maintain knowledge of multiple programs
16. Provide limited technology support to end users
17. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
18. Maintain and/or process records

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITES

- Customer service
- Interpersonal skills
- Organizational skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Ability to sort, merge, and complete mass mailings
- Ability to multi-task
• Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

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