**POSITION NUMBER:** TC00034  
**JOB TITLE:** Student Worker II, Lab Specialist II  
**DEPARTMENT:** Assistive Technology Lab  
**CAMPUS:** LSC-Tomball  
**PAY:** 8.74 per/hr.  
**HOURS:** 19.5 per/wk.  

## POSITION SUMMARY

This position will provide support to the Assistive Technology Lab. Duties to include: taking notes in a classroom setting and record documents for students with disabilities; assist with filing, copying, faxing, scanning, and/or shredding; collect and record data; prepare reports; maintain and/or process records; and provide limited technology support to end users. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

## PRIMARY RESPONSIBILITES

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. Record maintenance, preparation and review of forms, data entry  
8. Maintain inventory  
9. Prepare reports  
10. Collect and record data  
11. Provide limited technology support to end users  
12. Tutor, ability to take lecture notes, act as scribe, and proof read  
13. Maintain and/or process records

## REQUIRED QUALIFICATIONS

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