POSITION NUMBER: TC00042

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Student Worker I, Administrative Specialist I</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Admissions and Records</td>
</tr>
<tr>
<td>CAMPUS:</td>
<td>LSC-Tomball</td>
</tr>
<tr>
<td>PAY:</td>
<td>7.54 per/hr.</td>
</tr>
<tr>
<td>HOURS:</td>
<td>19.5 per/wk.</td>
</tr>
</tbody>
</table>

POSITION SUMMARY

Duties include assist with filing, shredding, and assist in the Admissions lab. 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. Scanning and/or shredding
4. Provide handouts and/or forms to customers
5. Maintain inventory
6. Maintain knowledge of multiple programs
7. Provide limited technology support to end users
8. Maintain and/or process records

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- 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