LONE STAR COLLEGE SYSTEM
COLLEGE WORK STUDY JOB DESCRIPTION

POSITION NUMBER: UP00003
JOB TITLE: Student Worker III, Administrative Specialist
DEPARTMENT: Professional Development
CAMPUS: LSC-University Park

PAY: 10.40 per/hr.
HOURS: 19.5 per/wk.

POSITION SUMMARY

Provide support to the Professional Development Department. Required to perform clerical duties including answering phones, copying, faxing, etc. Required to interpret regulations and policies. Must provide high level information and maintain and/or process records. Will perform guided tours as needed. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Scanning and/or shredding
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Mail department information
9. Send standardized department emails
10. Provide handouts and/or forms to customers
11. Maintain inventory
12. Check out equipment
13. Prepare reports
14. Collect and record data
15. Maintain knowledge of multiple programs

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

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