POSITION NUMBER: UP00012

| JOB TITLE: Student Worker I, Administrative Specialist | College Work Study Position |
| DEPARTMENT: Science | PAY: 7.54 per/hr. |
| CAMPUS: LSC-University Park | HOURS: up to 19.5 hours per/wk. |

POSITION SUMMARY

Will work with and assist diverse groups. Provide assistance with various aspects of lab preparation in physics, geology, biology, and chemistry. Clerical duties to include filing, copying, provide handouts and/or forms, maintain inventory, and set up learning lab.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Provide general information related to the department
4. Record maintenance, preparation and review of forms, data entry
5. Provide handouts and/or forms to customers
6. Maintain inventory
7. Set up learning environment (such as labs, classrooms, etc.)
8. Check out equipment

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Choose an item.
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

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 computer for word processing