POSITION NUMBER: UP00018

JOB TITLE: Student Worker I, Administrative Specialist I College Work Study Position

DEPARTMENT: Innovation and Strategies PAY: 7.54 per/hr.

CAMPUS: LSC-University Park HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will support the Innovation and Strategies Department to complete special tasks associated with projects running at various times during the year. Duties to include placing retention and follow up calls on ECPS; copying; answering phones, taking messages, and redirecting callers; collecting, recording data and preparing reports. May interact one-on-one with students. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Copying
2. Answering phones, taking messages, redirecting calls
3. Prepare reports
4. Collect and record data

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year 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

- Lift objects weighing up to 20 lbs.
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing