POSITION NUMBER: UP00022

| JOB TITLE: Student Worker II, Administrative Specialist II | College Work Study Position |
| DEPARTMENT: OTS | PAY: 8.74 per/hr. |
| CAMPUS: LSC-University Park | HOURS: 19.5 per/wk. |

POSITION SUMMARY

This position will support the University Park OTS team with various work-related projects. Duties to include providing technology support to end users and classrooms on the UP campus and using analytical and problem solving skills to perform on-site troubleshooting and repairs. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Set up learning environment (such as labs, classrooms, etc.)
2. Maintain knowledge of multiple programs
3. Provide limited technology support to end users

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 3 years 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

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
- Use or repair small/light equipment such as power tools