POSITION NUMBER: UP00024

| JOB TITLE: | Student Worker II, Administrative Specialist II | College Work Study Position |
| DEPARTMENT: | Engineering, Business and Technology | PAY: 8.74 per/hr. |
| CAMPUS: | LSC-University Park | HOURS: 18 hrs. per/wk. |

POSITION SUMMARY

This position will provide support to the Engineering, Business and Technology Department. Duties to include tutoring in engineering and engineering technology classes including advanced math skills, knowledge of electrical and mechanical systems and assisting in lab setup and administration. Basic skills in pumps, hydraulics, motors, electricity, and engineering required. May interact one-on-one with students. Will work with and assist diverse groups. Required to provide high level information.

PRIMARY RESPONSIBILITIES

1. Provide general information related to the department
2. Set up learning environment (such as labs, classrooms, etc.)
3. Check out equipment
4. Event preparation and support
5. Prepare reports
6. Collect and record data
7. Maintain knowledge of multiple programs
8. Provide limited technology support to end users
9. Tutor, ability to take lecture notes, act as scribe, and proof read

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year 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)

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
- Use computer for word processing
- Use or repair small/light equipment such as power tools