**POSITION NUMBER:** UP00026

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Student Worker I, Administrative Specialist I</th>
<th>College Work Study Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Office of Student Life</td>
<td>Pay: 7.54 per/hr.</td>
</tr>
<tr>
<td>CAMPUS:</td>
<td>LSC-University Park</td>
<td>Hours: 16 hrs. per/wk.</td>
</tr>
</tbody>
</table>

**POSITION SUMMARY**

This position will support the Office of Student Life by monitoring the Den (student lounge). Duties to include monitoring the Den to ensure the safety of all students as well as monitoring compliance of Student Life and LSC-UP policies; check-out and check-in Den equipment such as video games, ping pong paddles, pool sticks, etc.; and check all entering student ID cards to ensure guests are LSC-UP students. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

**PRIMARY RESPONSIBILITIES**

1. Provide general information related to the department
2. Maintain inventory
3. Check out equipment
4. Event Preparation and support
5. Collect and record data

**REQUIRED QUALIFICATIONS**

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

**KNOWLEDGE SKILLS AND ABILITIES**

- Customer service
- Interpersonal skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Ability to multi-task

**USE OF EQUIPMENT AND MACHINERY**

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20 lbs.