POSITION NUMBER: UP00062

**JOB TITLE:** Student Worker III, College Work Study Position

**DEPARTMENT:** Office of President & Special Assistant to the President

**PAY:** 10.40 per/hr.

**HOURS:** 15-19 per/wk.

**CAMPUS:** LSC-University Park

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**POSITION SUMMARY**

Performs variety of administrative and operational support functions. May order and maintain office supplies and/or promotional items. Operates office equipment. Coordinates with internal and external executive-level staff. Assist with meetings, committees, and special events. Answer general questions and assist with general issues, etc. Required to provide high level information. 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. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Scanning and/or shredding
7. Provide general information related to the department
8. Record maintenance, preparation and review of forms, data entry
9. Mail department information
10. Provide handouts and/or forms to customers
11. Maintain inventory
12. Set up learning environment (such as labs, classrooms, etc.)
13. Event preparation and support
14. Prepare reports
15. Collect and record data
16. Maintain knowledge of multiple programs
17. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
18. Guided tours
19. Interpret regulations and policies
20. Maintain and/or process records

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**REQUIRED QUALIFICATIONS**

- High School Diploma or Equivalent
- 2 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
• Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
• Ability to multi-task

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