POSITION NUMBER: VC00014

JOB TITLE: CWS- Specialist I  
DEPARTMENT: Office of Instruction / Victory Center  
CAMPUS: LSC-Houston North

PAY: $8.65 per hr.  
HOURS: 20 per/wk.

POSITION SUMMARY

This position will provide support to the Division Department Chairs. Clerical duties to include filing, copying, answering phone calls, taking messages, end of semester check-out processes, maintaining syllabic, checking inventory supplies, and directs students entering the office. 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. Mail department information
8. Provide handouts and/or forms to customers
9. Collect and record data
10. Guided tours
11. Maintain and/or process records
12. Pushing or pulling carts or other such objects
13. Use computer for word processing
14. Use or repair small/light equipment such as power tools
15. Maintain and update social media accounts
16. Coordinate and implement events
17. Participate in off campus events
18. Participate in social media campaigns

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 2 years of related work experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational 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