POSITION NUMBER: CF00014

JOB TITLE: Student Worker I, Administrative Specialist I

DEPARTMENT: library

PAY: 7.54 per/hr.

CAMPUS: LSC-CyFair

HOURS: up to 19.5 per/wk.

POSITION SUMMARY

This position provides support to the library and performs a variety of services and basic functions under minimum supervision. Typical duties include: record maintenance, preparation of forms, data entry, and verification of information; clean/mend library material; shelve material in correct alpha and numerical order and location; keep shelves neat; low level problem resolution; perform defined duties as required for assigned activities of the department; perform duties of a support nature to a program/department; and handle circulation desk activities using computerized circulation system. May interact one-on-one with students. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITES

1. Filing
2. Provide general information related to the department
3. Record maintenance, preparation and review of forms, data entry
4. Send standardized department emails
5. Maintain inventory
6. Interpret regulations and policies

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year 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