POSITION NUMBER: CF00026

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Student Worker II, Administrative Specialist II</th>
<th>College Work Study Position</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Library</td>
<td>PAY: 8.74 per/hr.</td>
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<td>CAMPUS:</td>
<td>LSC-CyFair</td>
<td>HOURS: 19.5 per/wk.</td>
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POSITION SUMMARY

This position will provide support to the Library. Duties to include: enforcing circulation policies and procedures; handle circulation desk activities and operates on-line circulation systems; collects monies for fines and overdue/lost materials; handles the cash register; assists library patrons with copy machines, computer work station, printers, and other available equipment for public use; receives, sorts, and processes daily shipments of requested material from other consortium libraries; and participates in shelving, shelf reading, collection inventory projects and facility monitoring. 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 RESPONSIBILITES

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. Send standardized department emails
10. Provide handouts and/or forms to customers
11. Maintain inventory
12. Set up learning environment (such as labs, classrooms, etc.)
13. Check out equipment
14. Event preparation and support
15. Collect and record data
16. Maintain knowledge of multiple programs
17. Provide limited technology support to end users
18. Interpret regulations and policies
19. Maintain and/or process records

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)
- Working knowledge of general office procedures and practices
- Ability to sort, merge, and complete mass mailings
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

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