POSITION NUMBER: CF00029

JOB TITLE: Student Worker III, Administrative Specialist III
DEPARTMENT: college relations
CAMPUS: LSC-CyFair

College Work Study Position

PAY: 10.40 per/hr.
HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will support the College Relations Department and assist the Executive Director and office staff. Duties will include: guided tours; special event preparation and support including decorating, executing plans, and event review; knowledge of multiple programs and interpreting regulations and policies; collect, record data, and prepare reports; maintain and process records; inventory and maintenance of promotional items; communication with external clients regarding facility rentals and general information; social networking; and the ability to multi-task. 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. Mail department information
10. Send standardized department emails
11. Provide handouts and/or forms to customers
12. Maintain inventory
13. Event preparation and support
14. Prepare reports
15. Collect and record data
16. Maintain knowledge of multiple programs
17. Guided tours
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.
- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing