POSITION NUMBER: CF FB00002

**JOB TITLE:** Student Worker I, Student Services Specialist  
**DEPARTMENT:** Student Services  
**CAMPUS:** LSC-Fairbanks Center

**PAY:** 7.54 per/hr.  
**HOURS:** 10 – 19.5 per/wk.

**POSITION SUMMARY**

This position supports Student Services and will support the department by performing task oriented duties while providing clerical, analytical, administrative, and/or operational support under general supervision. 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. Scanning and/or shredding  
6. Provide general information related to the department  
7. Record maintenance, preparation and review of forms, data entry  
8. Provide handouts and/or forms to customers  
9. Event preparation and support  
10. Guided tours  
11. Maintain and/or process records

**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.  
- Use small office equipment including copy machines or multi-line phone system  
- Use computer for word processing