POSITION NUMBER: MC00007R

| JOB TITLE: | Student Worker II, Administrative Specialist | College Work Study Position |
| DEPARTMENT: | Advising/Counseling | PAY: 8.74 per/hr. |
| CAMPUS: | LSC-Montgomery | HOURS: 12-19 hours per/wk. |

POSITION SUMMARY

Provide support to the Advising and Counseling Department. Responsible for clerical duties including making calls, data entry and making copies. 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. 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. 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. Guided tours
19. Interpret regulations and policies
20. 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