POSITION NUMBER: MC00038

**JOB TITLE:** Student Worker I, Administrative Specialist I

**DEPARTMENT:** Admissions

**CAMPUS:** LSC-Montgomery

**PAY:** 7.54 per/hr.

**HOURS:** up to 19.5 hours per/wk.

**POSITION SUMMARY**

This position will provide support to the Admissions Department by performing clerical duties of data entry, copying, shredding documents, and assisting the staff in various areas. May interact one-on-one with students.

**PRIMARY RESPONSIBILITIES**

1. Filing
2. Copying
3. Faxing
4. Scanning and/or shredding
5. Provide general information related to the department
6. Record maintenance, preparation and review of forms, data entry

**REQUIRED QUALIFICATIONS**

- High School Diploma or Equivalent
- 0-1 Year experience

**KNOWLEDGE SKILLS AND ABILITES**

- Customer service
- Interpersonal skills
- Organizational 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**

- 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