<table>
<thead>
<tr>
<th>POSITION NUMBER: MC00043</th>
<th>College Work Study Position</th>
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<tbody>
<tr>
<td>JOB TITLE: Student Worker I, Administrative Specialist I</td>
<td>PAY: 7.54 per/hr.</td>
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<tr>
<td>DEPARTMENT: Library</td>
<td>HOURS: 19.5 per/wk.</td>
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<td>CAMPUS: LSC-Montgomery</td>
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**POSITION SUMMARY**

This position will support the Library by assisting with the daily routine functions. Duties to include: providing general information and directions; record maintenance; preparation of forms and verification of information; data entry; and minor problem solving. 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. Check out equipment
10. Prepare reports
11. Collect and record data
12. Provide limited technology support to end users

**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