POSITION NUMBER: NH 00019

JOB TITLE: Student Worker I, Administrative Specialist

DEPARTMENT: Learning Accommodations

PAY: 7.54 per/hr.

CAMPUS: LSC-North Harris

HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will support the Learning Accommodations Department in answering phones, making appointments, signing students in and out, supplying proper paperwork for student requests, answering general questions about procedures, assisting students with simple computer access questions, and scanning materials. May interact one-on-one with students. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Copying
2. Answering phones, taking messages, redirecting calls
3. Scanning and/or shredding
4. Provide general information related to the department
5. Provide handouts and/or forms to customers
6. Set up learning environment (such as labs, classrooms, etc.)
7. Check out equipment
8. 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
- 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.
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing