POSITION NUMBER: UP00025

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Student Worker I, Administrative Specialist I</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Engineering, Business and Technology</td>
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<tr>
<td>PAY:</td>
<td>7.54 per/hr.</td>
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<td>CAMPUS:</td>
<td>LSC-University Park</td>
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<td>HOURS:</td>
<td>18 hours per/wk.</td>
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POSITION SUMMARY

This position will provide support to the Engineering, Business and Technology Department. Duties to include assisting faculty with program/course research for new programs and course development and tutoring in business classes including PowerPoint presentations and accounting. Computer and internet search skills required. May interact one-on-one with students. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITES

1. Filing
2. Copying
3. Pick up and deliver mail
4. Scanning and/or shredding
5. Provide general information related to the department
6. Check out equipment
7. Prepare reports
8. Collect and record data
9. Maintain knowledge of multiple programs
10. Tutor, ability to take lecture notes, act as scribe, and proof read

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

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