POSITION NUMBER: AC00002

JOB TITLE: Student Worker II, Administrative Specialist II
DEPARTMENT: Student Services
CAMPUS: LSC-Atascocita Center

PAY: 9.95 per/hr.
HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will support the Student Services Department. Duties will include answering calls, assisting students with on-line application, assisting with New Student Orientation, filing, faxing, and scanning as well as working closely with the Advisors and Financial Aid Staff. Required to provide high level information. 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. Mail department information
8. Provide handouts and/or forms to customers
9. Event preparation and support
10. Guided tours
11. Interpret regulations and policies

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
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
USE OF EQUIPMENT AND MACHINERY

- Lift objects weighing up to 20 lbs.
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing
- Use or repair small/light equipment such as power tools