POSITION NUMBER: CF00015

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Student Worker II, Administrative Specialist II</th>
<th>College Work Study Position</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Student Life</td>
<td>PAY: 9.95 per/hr.</td>
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<td>CAMPUS:</td>
<td>LSC-CyFair</td>
<td>HOURS: up to 19.5 per/wk.</td>
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POSITION SUMMARY

Under general supervision, performs standard and some advanced administrative duties. Basic duties may include receiving and logging information, making copies, gathering and reviewing information, presentation of information in verbal or written form, some interpretation of information, providing information and contributing to a service oriented environment. Generally reports to a Manager-level position and provides support to multiple individuals or department. Activities are generally routine but may involve non-routine requests or specialized information. May interact one-on-one with students. May interact with a high volume of customers. Will work with diverse groups.

PRIMARY RESPONSIBILITES

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. Mail department information
9. Send standardized department emails
10. Provide handouts and/or forms to customers
11. Maintain inventory
12. Check out equipment
13. Prepare reports
14. Event preparation and support
15. Mail department information
16. Collect and record data
17. Maintain knowledge of multiple programs

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 2 years 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
• Ability to sort, merge, and complete mass mailings
• 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.
• Standing for two or more hours
• Use small office equipment including copy machines or multi-line phone system
• Use computer for word processing