POSITION NUMBER: CF00019

| JOB TITLE: | Student Worker II, Facilities Specialist II | College Work Study Position |
| DEPARTMENT: | Central Receiving/Mail Services | PAY: 9.95 per/hr. |
| CAMPUS: | LSC-CyFair | HOURS: 10 - 15 per/wk. |

POSITION SUMMARY

This position is responsible for general office duties such as answering phones, inputting data, sorting mail, delivering mail, and taking inventory. Other duties may include helping to set up and tear down conference rooms. 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. Answering phones, taking messages, redirecting calls
3. Pick up and deliver mail
4. Provide general information related to the department
5. Record maintenance, preparation and review of forms, data entry
6. Provide handouts and/or forms to customers
7. Maintain inventory
8. Check out equipment
9. Event preparation and support
10. Collect and record data
11. Maintain knowledge of multiple programs
12. Maintain and/or process records

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