POSITION NUMBER: CF00022

**JOB TITLE:** Student Worker II, Administrative Specialist II  
**DEPARTMENT:** Fire/EMS Div. IV  
**CAMPUS:** LSC-CyFair

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

**POSITION SUMMARY**

This position will support the Fire/EMS Div. IV Department. Duties to include: ability to multi-task; collect and record data, and prepare reports; maintain inventory and check out equipment; maintain, update, and process existing records; event preparation and assist in setting up learning environments; and possess basic mechanical skills. 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 RESPONSIBILITES**

1. Provide general information related to the department
2. Record maintenance, preparation and review of forms, data entry
3. Maintain inventory
4. Set up learning environment (such as labs, classrooms, etc.)
5. Check out equipment
6. Event preparation and support
7. Prepare reports
8. Collect and record data
9. Maintain knowledge of multiple programs
10. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
11. Maintain and/or process records

**REQUIRED QUALIFICATIONS**

- High School Diploma or Equivalent
- 1 year of related work experience

**KNOWLEDGE SKILLS AND ABILITES**

- 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
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 or repair small/light equipment such as power tools