POSITION NUMBER: CF00028

JOB TITLE: Student Worker II, Administrative Specialist II

DEPARTMENT: Philosophy

CAMPUS: LSC-CyFair

College Work Study Position

PAY: 9.95 per/hr.

HOURS: 15 - 20 per/wk.

POSITION SUMMARY

This position will support the Philosophy Department by assisting in the Philosophy Study Abroad Program and with the Organization of the Think Factory. Duties to include: filing, copying, providing general information related to the department and sending out standardized department emails; setting up classroom or lab learning environments; checking out equipment; assisting with event preparation; collecting, recording, maintaining, and processing data and records; tutoring, ability to take lecture notes, act as a scribe, and proofreading. Required to provide high level information. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Provide general information related to the department
4. Send standardized department emails
5. Set up learning environment (such as labs, classrooms, etc.)
6. Check out equipment
7. Event preparation and support
8. Collect and record data
9. Tutor, ability to take lecture notes, act as scribe, and proof read
10. Interpret regulations and policies
11. Maintain and/or process records

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Interpersonal skills
- Organizational 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