POSITION NUMBER: CF00035

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Student Worker I, Administrative Specialist I</th>
<th>College Work Study Position</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Fitness Center</td>
<td>PAY: 8.65 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

This position will provide support to the Fitness Center in executing activities and staffing the center. Duties to include: ensure safety of fitness center participants; maintain a sanitary environment; check for safety hazards or rule violations; provide excellent customer service; and assist coordinator with organization and set-up of all activities. 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. Provide general information related to the department
4. Provide handouts and/or forms to customers
5. Set up learning environment (such as labs, classrooms, etc.)
6. Check out equipment
7. Event preparation and support
8. Interpret regulations and policies

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Communication skills (written and/or oral)

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Standing for two or more hours