POSITION NUMBER: CF00038

**JOB TITLE:**  Student Worker I, Administrative Specialist I  
**DEPARTMENT:** Advising, Transfer Center  
**CAMPUS:** LSC-CyFair

**PAY:** 8.65 per hr.  
**HOURS:** 19.5 per/wk.

**POSITION SUMMARY**

This position will support the Transfer Center in assisting students in the transfer process. Duties to include: assist students with My Planner/Computer and sign-in process; organize and update transfer materials; assist with set-up and break down of program events; greet and assist visiting university representatives; assist with directing cohort students to transfer advising offices; and general office duties. May interact with a high volume of customers. Will work with and assist diverse groups.

**PRIMARY RESPONSIBILITIES**

1. Filing  
2. Copying  
3. Faxing  
4. Provide general information related to the department  
5. Provide handouts and/or forms to customers  
6. Event preparation and support  
7. Collect and record data  
8. Provide limited technology support to end users

**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)  
- Working knowledge of general office procedures and practices  
- 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