POSITION NUMBER: CF00043

JOB TITLE: Student Worker II, Evening Administrative Specialist II
DEPARTMENT: Academic Affairs
CAMPUS: LSC-CyFair

PAY: 9.95 per/hr.
HOURS: 10 – 19.5 per/wk.

POSITION SUMMARY

This position will support the Academic Affairs Department by assisting with the Evening/Weekend College and the Learning Signature Programs. Duties to include: assist with campus-wide events (set-up and break down); provide information about programs; create fliers in Adobe; communicate with other departments; contact students; 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. Answering phones, taking messages, redirecting calls
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Provide handouts and/or forms to customers
9. Check out equipment
10. Event preparation and support
11. Maintain knowledge of multiple programs

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 2 years of related work experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- 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