POSITION NUMBER: CN00005

JOB TITLE: Student Worker I, College Work Study Position
DEPARTMENT: Machining Technology
PAY: $9.95 per/hr.
CAMPUS: LSC-Conroe Center
HOURS: 19 per/wk.

POSITION SUMMARY
Performs clerical and technical duties associated with both Manual/CNC Machining Labs. Will work with equipment related to the course instruction and assists Machining Director and Faculty with lab/classroom instruction. Will work in machining tool room. Must have basic knowledge of various measurement tools. Must have general knowledge of all types of machining equipment. This position will report to the Director of Machining Technology Department. Required to provide high level information. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES
1. Copying
2. Pick up and deliver mail
3. Scanning and/or shredding
4. Provide general information related to the department
5. Maintain inventory
6. Set up learning environment (such as labs, classrooms, etc.)
7. Check out equipment
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
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Ability to multi-task

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 small office equipment including copy machines or multi-line phone system
- Use computer for word processing
- Use or repair small/light equipment such as power tools