POSITION NUMBER: CYC000011

JOB TITLE: Student Worker I, Administrative Specialist I
DEPARTMENT: Learning Commons
CAMPUS: LSC-Cypress Center

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

POSITION SUMMARY
This position will support the Learning Commons. Duties to include general office duties; creating student ID badges; providing information regarding printing and computer logins; and participate in departmental activities/events. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Copying
2. Faxing
3. Answering phones, taking messages, redirecting calls
4. Provide general information related to the department
5. Check out equipment
6. Event preparation and support

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices

USE OF EQUIPMENT AND MACHINERY

- Use small office equipment including copy machines or multi-line phone system