POSITION NUMBER: GP00001

JOBTITLE: Student Worker II, Administrative Specialist
DEPARTMENT: Extended Learning Center
CAMPUS: LSC-Greenspoint Center

College Work Study Position
PAY: 9.95 per/hr.
HOURS: 12 to 19 per/wk.

POSITION SUMMARY

This position will support the Extended Learning Center by assisting students and guests on the computer, filing, checking books and media in and out, inter-office mail, and printing student I.D. cards. Will assist ELC with spreadsheets for tracking purposes, keep copies updated in the department, and assist with ELC workshops. 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. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Scanning and/or shredding
7. Provide general information related to the department
8. Record maintenance, preparation and review of forms, data entry
9. Send standardized department emails
10. Provide handouts and/or forms to customers
11. Maintain inventory
12. Set up learning environment (such as labs, classrooms, etc.)
13. Check out equipment
14. Event preparation and support
15. Prepare reports
16. Collect and record data
17. Maintain knowledge of multiple programs
18. Provide limited technology support to end users
19. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
20. Interpret regulations and policies
21. Maintain and/or process records

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year of related work experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- 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.
- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing