POSITION NUMBER: GP00006

JOB TITLE: Student Worker I, Learning Center Specialist I

DEPARTMENT: Extended Learning Center

CAMPUS: LSC-Greenspoint Center

PAY: 8.65 per hr

HOURS: 12 to 19 hours per/wk.

POSITION SUMMARY

This position will provide support to the Extended Learning Center staff and will assist students and community members on the computer, checking books in and out, picking up and delivering campus mail, answering/transferring incoming calls, and providing first level Extended Learning Center library information. Other duties to include filing, making copies, providing handouts and/or forms to students. Will work with diverse groups. May interact one-on-one with students.

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. Provide handouts and/or forms to customers
8. Check out equipment

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)
- Ability to multi-task
- Working knowledge of general office procedures and practices

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