POSITION NUMBER: KW00015

JOB TITLE: Student Worker I, Administrative Specialist I

DEPARTMENT: Honors College

CAMPUS: LSC-Kingwood

College Work Study Position
PAY: 8.65 per/hr.
HOURS: 10 per/wk.

POSITION SUMMARY

This position will support the Honors College and will perform clerical duties such as maintaining the database of applications for the upcoming semester, follow up with student applicants to ensure applications are complete, maintain application files, copying, mailing, identifying students for the Honors College, and scheduling and coordinating interviews. May interact one-on-one with students. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Scanning and/or shredding
5. Provide general information related to the department
6. Mail department information
7. Provide handouts and/or forms to customers
8. Event preparation and support
9. Collect and record data
10. Guided tours
11. Maintain and/or process records

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)
• Working knowledge of general office procedures and practices
• Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

• Lift objects weighing up to 20 lbs.
• Use small office equipment including copy machines or multi-line phone system
• Use computer for word processing