POSITION NUMBER: KW00025

| JOB TITLE: | Student Worker I, Administrative Specialist I | College Work Study Position |
| DEPARTMENT: | Theater | PAY: 8.65 per hr |
| CAMPUS: | LSC-Kingwood | HOURS: 15-19.5 per/wk. |

POSITION SUMMARY

This position will support the Theater Department by assisting in all aspects of theater production. Duties to include: constructing and painting sets; wood carpentry; pulling props from storage; hanging lights; learning how to run lighting/sound equipment; photocopying; keeping the workspace clean; and possibly working backstage during performances. May interact one-on-one with students.

PRIMARY RESPONSIBILITIES

1. Copying
2. Maintain inventory
3. Set up learning environment (such as labs, classrooms, etc.)
4. Event preparation and support
5. Interpret regulations and policies

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)

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 or repair small/light equipment such as power tools