POSITION NUMBER: KW00026

**JOB TITLE:** Student Worker I, Administrative Specialist I

**DEPARTMENT:** Fire Science Letters Arts Kinesiology (FLAK)

**PAY:** 8.65 per hr

**HOURS:** 19.5 per/wk.

**CAMPUS:** LSC-Kingwood

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**POSITION SUMMARY**

This position will provide assistance to the Fire Science Letters Arts Kinesiology (FLAK) Department. Duties to include basic general office responsibilities such as: typing and processing forms; copying, faxing/scanning, and filing forms; picking up and delivering mail; maintaining inventory; interacting/helping students with basic questions; basic data entry, word processing, and spreadsheets; and providing general information related to the department. Will work with and assist diverse groups.

**PRIMARY RESPONSIBILITES**

1. Filing
2. Copying
3. Faxing
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Mail department information
9. Maintain inventory

**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**

- Pushing or pulling carts or other such objects
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing