POSITION NUMBER: KW00028

JOB TITLE: Student Worker I, Administrative Specialist I
DEPARTMENT: Men’s Center
CAMPUS: LSC-Kingwood

College Work Study Position
PAY: 8.65 per hr.
HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will provide support to the Men’s Center during daily operations and special events. Duties to include: maintaining accurate data for the center; answering phones; hanging posters and distributing flyers; adding student information to a spreadsheet; welcoming guests daily and assisting with the sign in process; and participation in special events sponsored by the Men’s Center. 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. Copying
2. Answering phones, taking messages, redirecting calls
3. Pick up and deliver mail
4. Scanning and/or shredding
5. Provide general information related to the department
6. Record maintenance, preparation and review of forms, data entry
7. Mail department information
8. Send standardized department emails
9. Provide handouts and/or forms to customers
10. Maintain inventory
11. Event preparation and support
12. Collect and record data
13. Maintain knowledge of multiple programs

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)
• 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.
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing