POSITION NUMBER: KW 00029

JOB TITLE: Student Worker I, Administrative Specialist I

DEPARTMENT: FA Marketing – Office of Student Services
- Systems Office at UP

PAY: 8.65 per hr

CAMPUS: LSC-Kingwood

HOURS: 15 – 19.5 per/wk.

POSITION SUMMARY

This position will support the Office of Student Services with marketing functions. Duties to include: event preparation and support; knowledge of multiple programs; providing handouts and/or forms to customers; research topics; and general office duties. Graphic design or video photography knowledge preferred. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Scanning and/or shredding
4. Provide general information related to the department
5. Mail department information
6. Send standardized department emails
7. Provide handouts and/or forms to customers
8. Maintain inventory
9. Event preparation and support
10. Maintain knowledge of multiple programs
11. Interpret regulations and policies

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
- 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 computer for word processing