POSITION NUMBER: KW00034

JOB TITLE: Student Worker I, College Work Study Position

DEPARTMENT: Nursing-Receptionist

PAY: 8.65 per hr

CAMPUS: LSC-Kingwood

HOURS: 19 per/wk.

POSITION SUMMARY

Work study will welcome students, faculty, and staff and provide direction to Division Counselor, AIR Analyst or the Dean. Provide healthcare program information and deliver business cards. Light duty office responsibilities such as making copies and general computer operations. 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. Provide handouts and/or forms to customers
7. Maintain inventory

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
- 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