POSITION NUMBER: KW00038

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>DEPARTMENT</th>
<th>PAY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>CWS- Student Assistant I</td>
<td>Respiratory Care</td>
<td>$8.65 per hr.</td>
<td>19 per/wk.</td>
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CAMPUS: LSC-Kingwood

POSITION SUMMARY

This position will support the Respiratory Care Department. Duties to include: the organization, inventory, and maintenance of respiratory equipment; assist in pulling and setting up equipment for labs (no set-up for lab exams); communicate inventory needs and any equipment malfunctions. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Copying
2. Provide handouts and/or forms to customers
3. Maintain inventory
4. Set up learning environment (such as labs, classrooms, etc.)
5. Check out equipment
6. Prepare reports
7. Collect and record data
8. Provide limited technology support to end users

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Ability to multi-task

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