POSITION NUMBER: KW00007

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

**DEPARTMENT:** Disability Services

**CAMPUS:** LSC-Kingwood

**PAY:** 8.65 per/hr.

**HOURS:** 18 per/wk.

POSITION SUMMARY

Provide support to the Disability Services Department. This position will answer the phone and make appointments. Will assist with database and other computer related activities. May interact one-on-one with students. Will work with diverse groups of students; must maintain student confidentiality.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Scanning and/or shredding
6. Provide general information related to the department
7. Provide handouts and/or forms to customers
8. Provide limited technology support to end users
9. Tutor, ability to take lecture notes, act as scribe, and proof read (on a limited basis)
10. Event preparation and support

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)
- Ability to multi-task (on a limited basis)

USE OF EQUIPMENT AND MACHINERY

- Use small office equipment including copy machines or multi-line phone system