POSITION NUMBER: MC00021

JOB TITLE: Student Worker II, Administrative Specialist

DEPARTMENT: Orientation

CAMPUS: LSC-Montgomery

PAY: 9.95 per/hr.

HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will provide support to the department by providing customer service to all students and guests. Duties will include data entry, copying documents, shredding confidential documents, assisting with Orientation set-up and clean-up, collecting and recording data, providing general information and handouts to customers, and performing guided tours. May interact one-on-one with students. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Scanning and/or shredding
5. Provide general information related to the department
6. Record maintenance, preparation and review of forms, data entry
7. Provide handouts and/or forms to customers
8. Maintain inventory
9. Set up learning environment (such as labs, classrooms, etc.)
10. Collect and record data
11. Maintain knowledge of multiple programs
12. Provide limited technology support to end users
13. Guided tours

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year of related work experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- 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
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing