POSITION NUMBER: MC00024

**JOB TITLE:** Student Worker II, Administrative Specialist II  
**DEPARTMENT:** TEAM  
**CAMPUS:** LSC-Montgomery

**PAY:** 9.95 per/hr.  
**HOURS:** 15 – 19.5 per/wk.

**POSITION SUMMARY**

This position will provide administrative support to the office of the TEAM Division which is spread out among several different buildings and includes the Math, EDUC/FYE, Music, Dance, Drama, Arts, Humanities, and LET departments. Duties to include answering phones, directing students, assisting the department chairs, make counselor appointments, keep inventory, set-up/clean classrooms, assist adjunct faculty with copying, and with ISTAR related questions. Required to provide high level information. 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. Filing  
2. Copying  
3. Faxing  
4. Answering phones, taking messages, redirecting calls  
5. Pick up and deliver mail  
6. Scanning and/or shredding  
7. Provide general information related to the department  
8. Record maintenance, preparation and review of forms, data entry  
9. Mail department information  
10. Provide handouts and/or forms to customers  
11. Maintain inventory  
12. Set up learning environment (such as labs, classrooms, etc.)  
13. Event preparation and support  
14. Prepare reports  
15. Collect and record data  
16. Maintain knowledge of multiple programs  
17. Provide limited technology support to end users  
18. Tutor, ability to take lecture notes, act as scribe, and proof read  
19. Guided tours  
20. Interpret regulations and policies  
21. Maintain and/or process records

**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)
- Working knowledge of general office procedures and practices
- 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
- Lift objects weighing up to 20 lbs.
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing