POSITION NUMBER: MC00027

JOB TITLE: Student Worker I, Administrative Assistant I

DEPARTMENT: First Year Experience

CAMPUS: LSC-Montgomery

PAY: 8.65 per/hr.

HOURS: 19 per/wk.

POSITION SUMMARY

This position will support the First Year Experience Department. Duties to include: filing, copying, running errands, answering the phone, assisting students, data entry, providing accurate information about college operations/services, preparing signs/posters to promote events and programs, and assisting with program manager projects. May interact one-on-one with students. 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. Provide handouts and/or forms to customers
10. Maintain inventory
11. Event preparation and support
12. Prepare reports
13. Collect and record data
14. Maintain knowledge of multiple programs

REQUIRED QUALIFICATIONS

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