POSITION NUMBER: MC00048

JOB TITLE: Student Worker III, Administrative Specialist III

DEPARTMENT: Student Success, Academic Advising

CAMPUS: LSC-Montgomery

PAY: 11.44 per hr

HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will provide support to the Advising and Counseling Department. Duties to include: event preparation and support; collecting and recording data; guided tours; providing limited technology support to end users; general clerical duties such as providing handouts along with general information; answering phones and taking messages; maintaining inventory; filing, copying, and faxing; and setting up learning environment areas. 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. Provide handouts and/or forms to customers
9. Maintain inventory
10. Set up learning environment (such as labs, classrooms, etc.)
11. Event preparation and support
12. Collect and record data
13. Maintain knowledge of multiple programs
14. Provide limited technology support to end users
15. Tutor, ability to take lecture notes, act as scribe, and proof read
16. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
17. Guided tours
18. Interpret regulations and policies

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
• 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.
• Standing for two or more hours
• Use small office equipment including copy machines or multi-line phone system
• Use computer for word processing