POSITION NUMBER: MC00054

JOB TITLE: Student Worker I, Administrative Specialist I

DEPARTMENT: The Honors College

CAMPUS: LSC-Montgomery

PAY: 8.65 per hr

HOURS: 15-19 per/wk.

POSITION SUMMARY

Performs standard and occasional advanced administrative duties. Duties include receive and log information, make copies, sort mail, prepare correspondence or basic documents, answer question and inquires, and provide a service oriented environment. May interact one-on-one with students. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Maintain inventory
9. Set up learning environment (such as labs, classrooms, etc.)
10. Collect and record data

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
• Ability to sort, merge, and complete mass mailings
• Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
• Analytical and problem solving skills

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