POSITION NUMBER: NH00009

JOB TITLE: Student Worker I, Admin/Teachers Assistant

DEPARTMENT: Mathematics

PAY: 8.65 per/hr.

CAMPUS: LSC-North Harris

HOURS: 19.5 per/wk.

POSITION SUMMARY

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. Record maintenance, preparation and review of forms, data entry
4. Maintain inventory
5. Event preparation and support

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- Choose an item.

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational 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
  Choose an item.