**POSITION NUMBER:** NH00016  
**JOB TITLE:** Student Worker II, Administrative Specialist  
**DEPARTMENT:** Admissions  
**CAMPUS:** LSC-North Harris

<table>
<thead>
<tr>
<th>Position</th>
<th>Description</th>
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<tr>
<td>PAY</td>
<td>9.95 per/hr.</td>
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<tr>
<td>HOURS</td>
<td>up to 19 hours per/wk.</td>
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**POSITION SUMMARY**

May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups. Provide support to the Admissions Department, provide customer service and assist students with the enrollment admissions process.

**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. Collect and record data
12. Interpret regulations and policies
13. Maintain and/or process records

**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
- Ability to sort, merge, and complete mass mailings
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
USE OF EQUIPMENT AND MACHINERY

- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing