POSITION NUMBER: NH00023

**JOB TITLE:** Student Worker I, Administrative Assistant I  
**DEPARTMENT:** Business and Social Science (SBSBE)  
**CAMPUS:** LSC-North Harris

**PAY:** $8.65 per/hr.  
**HOURS:** 19.5 per/wk.

**POSITION SUMMARY**
This position will provide support to the Business and Social Science Department. Duties include assisting with entering data for the upcoming Accreditation Report for the American Bar Association, assist with other program directives such as marketing, recruiting, and tracking graduates, filing, copying, sending standardized department emails, and recording maintenance, preparation and review of forms. Will work with and assist diverse groups.

**PRIMARY RESPONSIBILITIES**
1. Filing
2. Copying
3. Record maintenance, preparation and review of forms, data entry
4. Send standardized department emails
5. Prepare reports
6. Collect and record data

**REQUIRED QUALIFICATIONS**
- High School Diploma or Equivalent
- 0-1 Year experience

**KNOWLEDGE SKILLS AND ABILITIES**
- 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 computer for word processing