POSITION NUMBER: NH00029

JOB TITLE: Student Worker II, Administrative Specialist II

DEPARTMENT: Social Sciences

CAMPUS: LSC-North Harris

PAY: $9.95 per hr

HOURS: 15 – 20 hours per/wk.

POSITION SUMMARY

This position will provide support to the Center for Diversity Studies. Duties to include: filing, providing general information related to the department, providing handouts and/or forms to customers, preparing reports, collecting and recording data, and maintaining and/or processing records. May interact one-on-one with students. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Provide general information related to the department
5. Record maintenance, preparation and review of forms, data entry
6. Send standardized department emails
7. Provide handouts and/or forms to customers
8. Set up learning environment (such as labs, classrooms, etc.)
9. Event preparation and support
10. Prepare reports
11. Collect and record data
12. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
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
- 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.
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing