POSITION NUMBER: NH00030

**JOB TITLE:** Student Worker II, Administrative Specialist II

**DEPARTMENT:** Office of Diversity Initiatives

**CAMPUS:** LSC-North Harris

**PAY:** 9.95 per hr.

**HOURS:** 19.5 per/wk.

**POSITION SUMMARY**

This position will provide support to the Office of Diversity Initiatives and will be responsible for coordinating general office functions. These functions may include: scheduling meetings and events; maintaining special events calendar, the campus bulletin boards, and diversity poster frames throughout the campus; delivery of materials or resources; creating promotional diversity flyers for events; and assisting with special projects. 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. Faxing
4. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Mail department information
9. Send standardized department emails
10. Provide handouts and/or forms to customers
11. Maintain inventory
12. Set up learning environment (such as labs, classrooms, etc.)
13. Check out equipment
14. Event preparation and support
15. Prepare reports
16. Collect and record data
17. Maintain knowledge of multiple programs
18. Provide limited technology support to end users
19. Guided tours
20. Interpret regulations and policies

**REQUIRED QUALIFICATIONS**

- High School Diploma or Equivalent
- 1 year of related work 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

- 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
- Use or repair small/light equipment such as power tools