POSITION NUMBER: NH00038

JOB TITLE: Student Worker II, Administrative Specialist I
DEPARTMENT: Enrollment Services
CAMPUS: LSC-North Harris

DEPARTMENT: Enrollment Services
PAY: 9.95 per/hr.
HOURS: up to 19.5 per/wk.

POSITION SUMMARY

Required to provide high level information. Required to provide high level information. Student will assist staff with admission process questions and general inquiries from students and community. Such duties include pick up and distribute mail, make copies, data entry, answer phones, and direct guests to locations on campus. May interact one-on-one with students. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITES

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. Send standardized department emails
11. Provide handouts and/or forms to customers
12. Maintain inventory
13. Set up learning environment (such as labs, classrooms, etc.)

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITES

- 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.
- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing