POSITION NUMBER: NH00040

JOB TITLE: Student Worker I, Administrative I
DEPARTMENT: Massage Therapy
CAMPUS: LSC-North Harris

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

POSITION SUMMARY
Duties include checking clients in and out during internship. May interact one-on-one with students. May interact with a high volume of customers.

PRIMARY RESPONSIBILITES
1. Filing
2. Answering phones, taking messages, redirecting calls
3. Provide handouts and/or forms to customers
4. Answering phones, taking messages, redirecting calls

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

KNOWLEDGE SKILLS AND ABILITIES
- Customer service
- Interpersonal skills
- Organizational skills
- 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