POSITION NUMBER: SO00002

JOB TITLE: Student Worker I, Administrative Specialist

DEPARTMENT: Corporate College – Systems Office

CAMPUS: LSC-University Park

PAY: 8.65 per/hr.

HOURS: up to 19.5 per/wk.

POSITION SUMMARY

This position supports the Corporate College in Conference Center activities and may interact with a medium volume of customers. Clerical duties to include customer service, answering phones, greeting visitors, providing basic information relating to the department, and using small office equipment.

PRIMARY RESPONSIBILITIES

1. Copying
2. Answering phones, taking messages, redirecting calls
3. Provide general information related to the department
4. Provide handouts and/or forms to customers

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Communication skills (written and/or oral)

USE OF EQUIPMENT AND MACHINERY

- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing