POSITION NUMBER: SO0003

**JOB TITLE:** Student Worker I, Administrative Specialist I  
**DEPARTMENT:** Veterans Affairs Center – Systems Office  
**CAMPUS:** LSC–University Park

**PAY:** 8.65 per/hr.  
**HOURS:** 19.5 to 25 per/wk.

**POSITION SUMMARY**

This position will support the Veterans Affairs Center by performing general office duties. These duties include: answering phone calls and returning missed calls; emails; filing, scanning, copying and faxing documentation; and assisting students face-to-face and on the phone with Veterans benefit questions. May interact one-on-one with students. Will work with and assist diverse groups.

**PRIMARY RESPONSIBILITIES**

1. Filing  
2. Copying  
3. Faxing  
4. Answering phones, taking messages, redirecting calls  
5. Scanning and/or shredding  
6. Provide general information related to the department  
7. Send standardized department emails  
8. Provide handouts and/or forms to customers  
9. Event preparation and support  
10. Maintain knowledge of multiple programs

**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)  
- 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