POSITION NUMBER: SO0019

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>CWS-Student Assistant I</th>
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<tbody>
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<td>DEPARTMENT:</td>
<td>Organizational Development</td>
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<tr>
<td>CAMPUS:</td>
<td>LSC-System Office</td>
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<tr>
<td>College Work Study Position</td>
<td>PAY: $8.65 per hr.</td>
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<td>HOURS:</td>
<td>10 per/wk.</td>
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POSITION SUMMARY

This position will support the Organizational Development Department. Must have interpersonal, organizational, communication (written and/or oral) as well as analytical and problem-solving skills. Duties to include filing; copying; answering phones; maintaining inventory; providing general department information, handouts and/or forms to customers; mailing department information; scanning/shredding; collecting and recording data; event preparation and support. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Scanning and/or shredding
5. Provide general information related to the department
6. Record maintenance, preparation and review of forms, data entry
7. Mail department information
8. Provide handouts and/or forms to customers
9. Maintain inventory
10. Set up learning environment (such as labs, classrooms, etc.)
11. Event preparation and support
12. Prepare reports
13. Collect and record data

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

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