POSITION NUMBER: TC00014

JOB TITLE: Student Worker II, ROaDi Specialist II

DEPARTMENT: ROaDi

CAMPUS: LSC-Tomball

PAY: 9.95 per/hr.

HOURS: up to 19.5 per/wk.

POSITION SUMMARY

This position will provide support to ROaDi. Duties to include filing, copying, answering phones and taking messages, scanning or shredding, pick up and deliver mail, provide handouts and/or forms to customers, maintain inventory, set up learning environments, collect and record data, maintain and process records, prepare reports and guided tours. Required to provide high level information. May interact one-on-one with students. 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. Pick up and deliver mail
5. Scanning and/or shredding
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Mail department information
9. Provide handouts and/or forms to customers
10. Maintain inventory
11. Set up learning environment (such as labs, classrooms, etc.)
12. Event preparation and support
13. Prepare reports
14. Collect and record data
15. Maintain knowledge of multiple programs
16. Provide limited technology support to end users
17. Guided tours
18. Maintain and/or process records

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)
• 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