POSITION NUMBER: TC00028

JOB TITLE: Student Worker I, Digital Media Specialist I

DEPARTMENT: College Relations

PAY: 8.65 per hr

CAMPUS: LSC-Tomball

HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will support the College Relations department by assisting with the development of videos that support and encourage student engagement. Duties to include: entering data updates into the System website program; some videotaping, creating social media posts, simple video editing, and photography; and assisting at programs and events hosted by the College. Knowledge of IOS preferred. 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. Answering phones, taking messages, redirecting calls
2. Scanning and/or shredding
3. Provide general information related to the department
4. Record maintenance, preparation and review of forms, data entry
5. Send standardized department emails
6. Provide handouts and/or forms to customers
7. Prepare reports
8. Collect and record data
9. Interpret regulations and policies

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)
• Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

• Pushing or pulling carts or other such objects
• Standing for two or more hours
• Use small office equipment including copy machines or multi-line phone system
• Use computer for word processing