**POSITION NUMBER:** TC00038  
**JOB TITLE:** Student Worker I, Administrative Specialist I  
**DEPARTMENT:** FA Marketing – Office of Student Services  
- Systems Office at UP  
**CAMPUS:** LSC-Tomball  
**PAY:** 8.65 per hr  
**HOURS:** 15 - 20 per/wk.

**POSITION SUMMARY**

This position will support the Office of Student Services with marketing functions. Duties to include: event preparation and support; knowledge of multiple programs; providing handouts and/or forms to customers; research topics; and general office duties. Graphic design or video photography knowledge preferred. Will work with and assist diverse groups.

**PRIMARY RESPONSIBILITIES**

1. Filing  
2. Copying  
3. Scanning and/or shredding  
4. Provide general information related to the department  
5. Mail department information  
6. Send standardized department emails  
7. Provide handouts and/or forms to customers  
8. Maintain inventory  
9. Event preparation and support  
10. Maintain knowledge of multiple programs  
11. 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)  
- Working knowledge of general office procedures and practices  
- 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