POSITION NUMBER: TC00042R

JOBTITLE: Student Worker I, Administrative Specialist I

DEPARTMENT: Admissions and Records

CAMPUS: LSC-Tomball

PAY: 8.65 per/hr.

HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will support the Admissions and Records Department. Duties to include: answering phones, assisting with student name and/or address corrections, receiving transcripts, scanning to Onbase, filing and shredding, as well as assisting in the Admissions lab. 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. Scanning and/or shredding
4. Provide handouts and/or forms to customers
5. Maintain inventory
6. Maintain knowledge of multiple programs
7. Provide limited technology support to end users
8. 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
• 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