POSITION NUMBER: TC00050

JOB TITLE: Student Worker I, College Work Study Position
DEPARTMENT: Student Success Institute
CAMPUS: LSC-Tomball

PAY: 8.65 per hr
HOURS: 19.5 per wk.

POSITION SUMMARY

This position will assist the program advisor with daily office duties and recruitment. Duties include answering incoming phone calls, providing general program information to potential and current students, assist Advisor with event preparation/clean-up, drop off recruiting material to various departments and deliver paperwork to campus mentors. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Provide general information related to the department
5. Provide handouts and/or forms to customers
6. Check out equipment
7. Event preparation and support
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)
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

N/A