POSITION NUMBER: UP00045

JOB TITLE: Student Worker II, Administrative Specialist II

DEPARTMENT: BELET

CAMPUS: LSC-University Park

PAY: 9.95 per hr.

HOURS: 10 – 19.5 per/wk.

POSITION SUMMARY

This position will provide support for the Innovation Room. Duties to include: assisting with the set-up of the Innovation Room; equipment checkout/check-in; assist with campus events; and provide first level basic explanations of the room’s equipment to students. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITES

1. Record maintenance, preparation and review of forms, data entry
2. Provide handouts and/or forms to customers
3. Maintain inventory
4. Set up learning environment (such as labs, classrooms, etc.)
5. Check out equipment
6. Event preparation and support
7. Collect and record data
8. Maintain knowledge of multiple programs
9. Provide limited technology support to end users
10. Tutor, ability to take lecture notes, act as scribe, and proof read
11. 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
- 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