POSITION NUMBER: UP00059

JOB TITLE: Student Worker I, College Work Study Position

DEPARTMENT: Weekend and Evening Services

PAY: 8.65 per hr

CAMPUS: LSC-University Park

HOURS: 19.5 per/wk.

POSITION SUMMARY

This positions will provide front desk coverage at the Center for Science and Innovation Building (CSI). Duties include: greeter at the front desk, help visitors/students navigate the campus and find desired locations, and answering phones/respond to emails. May interact one-on-one with students. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Scanning and/or shredding
5. Provide general information related to the department
6. Record maintenance, preparation and review of forms, data entry
7. Provide handouts and/or forms to customers
8. Collect and record data
9. Provide limited technology support to end users
10. Guided tours

REQUIRED QUALIFICATIONS

• High School Diploma or Equivalent
• 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES

• Customer service
• Interpersonal 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
• Use small office equipment including copy machines or multi-line phone system
• Use computer for word processing