Title: **Open Labs Customer Service Clerk (Part-time Temporary)**

Department: Learning Commons and Open Labs

Reports to: Director of Learning Commons and Open Labs

Pay Grade: Part-time

Salary Range: Minimum $7.50/Hour

Campus: Starr County

FLSA Status: Non-Exempt/Hourly

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**General Statement of Job**

The Open Labs Customer Service Clerk assists students with software and hardware issues and performs maintenance duties to keep the open labs operational.

**Specific Duties and Responsibilities**

**Essential Functions:**

1. Greets and assists students in the use of multimedia equipment and software.
2. Provides and promotes excellent customer service.
3. Oversees Internet Cafes.
4. Addresses student issues and concerns to Director or designee.
5. Performs routine and assigned activities in the Open Labs.
6. Assists in marketing Open Labs.
7. Sorts and distributes interdepartmental mail and sensitive documents.
8. Assists students with Internet and other computer related software.
10. Performs other duties as assigned.

**Required Education and Experience**

1. High school diploma or GED required; College Certificate or 30 college hours, preferred.

**Required Knowledge, Skills and Abilities**

1. Excellent oral, written and interpersonal communication skills.
2. Ability to perform basic office skills.
3. Excellent customer service skills.
4. Strong background in computers and office automation, including word processing, spreadsheets, database, Excel, PowerPoint and knowledge of the Windows environment.
5. Demonstrated ability to learn new technology and maintain skills.
6. Ability to work independently as well as a team player within department and with
   others.
7. Ability to work evenings and/or weekends as needed.
8. Demonstrated ability to interact effectively with a diverse, multi-cultural student
   population.
9. Demonstrated commitment to the community college philosophy of education.
10. Ability to read and comprehend simple instructions, short correspondence, and
   memos.
11. Ability to write simple correspondence.
12. Ability to effectively present information in one-on-one and small group situations to
   students, customers, clients, and other employees of the organization.
13. Ability to apply practical understanding to carry out instructions furnished in written,
    oral, or diagram form.
14. Ability to deal with problems involving several concrete variables in standardized
    situations.

**Checks, Certificates, Licenses, and Registrations**

1. All applicants are subject to a national criminal background check under STC policy.

**Physical Requirements**

1. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force
   frequently, and/or up to 20 pounds of force constantly to move objects.
2. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with
   the whole hand as in handling.
3. Picking, holding, or otherwise working, primarily with the whole hand.
4. Perceiving the nature of sounds at normal speaking levels with or without correction.
5. Ability to receive detailed information through oral communication, and to make the
   discrimination in sound.
6. Bending legs at knee to come to a rest on knee or knees.
7. Using upper extremities to exert force in order to draw, haul or tug objects in a
   sustained motion.
8. Using upper extremities to press against something with steady force in order to
   thrust forward, downward or outward.
9. Extending hand(s) and arm(s) in any direction.
10. Expressing or exchanging ideas by means of the spoken word including the ability to
    convey detailed or important spoken instructions to other workers accurately and
    concisely.
11. Standing particularly for sustained periods of time.
12. Expressing or exchanging ideas by means of the spoken word including those
    activities in which they must convey detailed or important spoken instructions to other
    workers accurately, loudly, or quickly.
13. Have close visual acuity to perform an activity such as: preparing and analyzing data
    and figures; transcribing; viewing a computer terminal; and/or extensive reading
    including color, depth perception, and field vision.
14. Visual acuity to determine the accuracy, neatness, and thoroughness of the work
    assigned or to make general observations of facilities or structures.
15. Have visual acuity to operate motor vehicles and/or heavy equipment.
16. Have close visual acuity to perform an activity such as: visual inspection involving
    small defects, small parts, and operation of machines; using measurement devices;
and/or assembly or fabrication parts at distances close to the eyes.
17. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

HOW TO APPLY: Submit a South Texas College application, letter of intent, resume, copies of transcripts (official transcripts required if hired) and a list of five professional references with addresses and phone numbers to:

SOUTH TEXAS COLLEGE
OFFICE OF HUMAN RESOURCES
2501 W. Pecan Blvd.
McAllen, TX  78501

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, age, sex, gender, disability, genetic information, or veteran status.