

**LONE STAR COLLEGE SYSTEM**

**COLLEGE WORK STUDY JOB DESCRIPTION**

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| **POSITION NUMBER**: CYFB0007 | |
| **JOB TITLE: Student Worker I,** | College Work Study Position |
| **DEPARTMENT**: Office of the Dean of Instruction | **PAY:** 7.54 per/hr. |
| **CAMPUS:** LSC-Fairbanks Center | **HOURS:19.5** per/wk. |

**POSITION SUMMARY**

This position will perform light clerical and receptionist duties in the Office of the Dean of Instruction. Duties include: answering and directing calls, assisting visitors, filing, copying, and scanning. Must be able to work Friday mornings. May interact one-on-one with students. Will work with and assist diverse groups.

**PRIMARY RESPONSIBILITES**

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Scanning and/or shredding
7. Provide general information related to the department
8. Provide handouts and/or forms to customers
9. Provide limited technology support to end users

**REQUIRED QUALIFICATIONS**

* High School Diploma or Equivalent
  + 0-1 Year experience

**KNOWLEDGE SKILLS AND ABILITES**

* + Customer service
  + Interpersonal skills
  + Organizational skills
  + Communication skills (written and/or oral)
  + Working knowledge of general office procedures and practices
  + Ability to multi-task

**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
* Use or repair small/light equipment such as power tools