## LONE STAR COLLEGE SYSTEM
### COLLEGE WORK STUDY JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION NUMBER</th>
<th>GP00013</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB TITLE</td>
<td>Student Worker I,</td>
</tr>
<tr>
<td></td>
<td>College Work Study Position</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>Business Office</td>
</tr>
<tr>
<td>PAY</td>
<td>7.54 per/hr.</td>
</tr>
<tr>
<td>CAMPUS</td>
<td>LSC-Greenspoint Center</td>
</tr>
<tr>
<td>HOURS</td>
<td>19.5 per/wk.</td>
</tr>
</tbody>
</table>

## POSITION SUMMARY

This position requires student worker to be highly skilled in customer service. Job include cashier duties such as collecting tuition payments, processing cash transactions, answering questions for students/faculty, and staff, and assisting in the account receivable/account payable departments (AR/AP). May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

## PRIMARY RESPONSIBILITIES

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. Record maintenance, preparation and review of forms, data entry  
9. Send standardized department emails  
10. Provide handouts and/or forms to customers  
11. Maintain inventory  
12. Event preparation and support  
13. Prepare reports  
14. Collect and record data  
15. Provide limited technology support to end users

## 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
- Ability to sort, merge, and complete mass mailings
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
USE OF EQUIPMENT AND MACHINERY

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