LONE STAR COLLEGE SYSTEM
COLLEGE WORK STUDY JOB DESCRIPTION

POSITION NUMBER: NH00015

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>College Work Study Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Health and Human Services</td>
</tr>
<tr>
<td>PAY:</td>
<td>8.74 per hour</td>
</tr>
<tr>
<td>CAMPUS:</td>
<td>LSC-North Harris</td>
</tr>
<tr>
<td>HOURS:</td>
<td>up to 19.5 hours per week</td>
</tr>
</tbody>
</table>

POSITION SUMMARY

May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups. Clerical duties to include greeting student and providing basic information pertaining to EMS and the nursing programs; entering data into spreadsheets; answering phones and taking messages, alphabetizing and filing program applications; coping and replenish program applications/program information; and assisting with delivering paperwork to admissions and print shop.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Scanning and/or shredding
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Provide handouts and/or forms to customers
9. Maintain inventory
10. Event preparation and support
11. Collect and record data
12. Maintain and/or process records

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year of related work 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

• Lift objects weighing up to 20 lbs.
• Use small office equipment including copy machines or multi-line phone system
• Use computer for word processing