

**LONE STAR COLLEGE SYSTEM**

**COLLEGE WORK STUDY JOB DESCRIPTION**

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| **POSITION NUMBER**: SO00012 |
| **JOB TITLE: Student Worker I,**  | College Work Study Position |
| **DEPARTMENT**: LSC Foundation | **PAY:** 7.54 per/hr. |
| **CAMPUS:** LSC-System Office | **HOURS:** 19.5 per/wk. |

**POSITION SUMMARY**

This position will assist LSC Foundation with general office duties. Job responsibilities include: copying, filing, collating, scanning, shredding, event preparation and data entry.

**PRIMARY RESPONSIBILITES**

1. Filing
2. Copying
3. Pick up and deliver mail
4. Scanning and/or shredding
5. Record maintenance, preparation and review of forms, data entry
6. Event preparation and support
7. Collect and record data

**REQUIRED QUALIFICATIONS**

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

**KNOWLEDGE SKILLS AND ABILITES**

* + Interpersonal skills
	+ Organizational skills
	+ Analytical and problem solving skills
	+ 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
* Lift objects weighing up to 20 lbs.
* Use small office equipment including copy machines or multi-line phone system
* Use computer for word processing