LONE STAR COLLEGE
JOB DESCRIPTION

PAY BAND: 011            FLSA: Non-exempt

DEPARTMENT: As assigned

LOCATION: LSC Location as assigned

REPORTS TO: As assigned

PURPOSE AND SCOPE:
Supports other staff by performing task oriented duties while providing clerical, analytical, administrative, and/ or operational support under general supervision

PRINCIPAL DUTIES AND RESPONSIBILITIES:
1. Uses acquired basic skills to perform routine tasks.
2. Works under either close supervision or by clearly defined procedures.
3. May maintain college campus exterior, parking lots, and grounds.
4. Responsible for other reasonable, related duties as assigned.

Administrative Support will also include:
- Very general entry-level office or manual support for assisting programs
- Tasks may include copying, filing, cleaning, etc.

Business Services will also include:
- Provide assistance to supervisors and others by taking messages, proofreading, etc.
- May procure signatures and permissions for purchases

Communications will also include:
- Provide assistance to supervisors in the Communications Department
- General phone duties

Operations will also include:
- Clean assigned area to standards set by college and supervisor
- Extensive physical labor, safety, and sanitation

Pay Band 011

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<tr>
<th>Min</th>
<th>Mid</th>
<th>Max</th>
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<tr>
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Administrative Specialist I; Custodian; Food Service Worker; Grounds Worker; Spec - Business Svcs; Spec I - Accounts Payable; Spec I – LTS; Spec II - Financial Aid; Staff Assistant I
2015-2016 Compensation

Student and Academic Services will also include:
- Must be able to work effectively with a diverse student population
- Must be well organized and flexible to meet time, priority, and workload demands

Student Learning will also include:
- Assist in different departments which involve student learning
- May involve one-on-one interaction with students

REQUIRED QUALIFICATIONS:
- High School Diploma or GED and 1 year of related work experience, or an equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:
- Strong attention to detail.
- Ability to use software products.
- Ability to work on multiple projects.
- Ability to document expenses.

PHYSICAL ABILITIES:
Physical effort dependent upon department

EQUIPMENT USED:
PC workstation running on a LAN in a Microsoft Windows environment, calculator, phone, tools, machinery, and other general office equipment, depending on the department.

CONTACTS:
Internal and external contacts as needed to carry out the functions of the position.

WORKING CONDITIONS:
Work is performed in a climate-controlled office with minimal exposure to safety hazards.

HISTORY: LSCS_HRComp_Approved DR_12082013
LONE STAR COLLEGE
JOB DESCRIPTION

PAY BAND: 012
FLSA: Non-Exempt

DEPARTMENT: As assigned

LOCATION: LSC Location as assigned

REPORTS TO: As assigned

PURPOSE AND SCOPE:
Supports other staff by performing task oriented duties while providing clerical, analytical, administrative, and/or operational support under general supervision

PRINCIPAL DUTIES AND RESPONSIBILITIES:
1. Has developed knowledge and skills through training or some work experience
2. Works within established procedures with a moderate degree of supervision
3. Recognizes basic problems, assesses basic solutions, and either addresses the problems directly or presents possible solutions to others.
4. Responsible for other reasonable, related duties as assigned.

Administrative Support will also include:
- Provides general clerical office support for routine functions in designated program or area.
- Tasks may include answering phones, taking messages, re-directing callers, etc.

Business Services will also include:
- Under general/limited supervision, provides assistance to supervisors and others by taking messages, proofreading, interacting with a high volume of customers, etc.
May procure signatures and permissions for purchases, and assist with keeping track of department budgets.

**Communications will also include:**
- Provides assistance to supervisors in the Communications Department
- Provides general phone duties.
- May have graphic design and/or multimedia functions.

**Operations will also include:**
- Cleans assigned area to standards set by college and supervisor.
- Extensive physical labor, safety, and sanitation.
- Specializes in a specific maintenance area.

**Safety, Potential will also include:**
- Responsible for general security of students, employees, and District property.
- Patrols campus grounds and buildings on foot or in vehicle.

**Student and Academic Services will also include:**
- Must be able to work effectively with a diverse student population.
- Must be well organized and flexible to meet time, priority and workload demands.
- Processes and reviews information and files.
- May focus on one special process.

**Student Learning will also include:**
- Maintains student files.
- Performs detailed record keeping.
- Follows established procedures under general supervision.

**REQUIRED QUALIFICATIONS:**
- High School Diploma and 2 years of related work experience, or an equivalent combination of education and experience.

**PREFERRED QUALIFICATIONS:**
- Associate’s Degree

**KNOWLEDGE, SKILLS, AND ABILITIES:**
- Strong attention to detail.
- Ability to use software products.
- Ability to work on multiple projects.
- Ability to document expenses.

**PHYSICAL ABILITIES:**
Physical effort dependent upon department.
2015-2016 Compensation

EQUIPMENT USED:
PC workstation running on a LAN in a Microsoft Windows environment, calculator, phone, tools, machinery, and other

CONTACTS:
Internal and external contacts as needed to carry out the functions of the position.

WORKING CONDITIONS:
Work is performed in a climate-controlled office with minimal exposure to safety hazards.

HISTORY: LSCS_HRComp_Approved DR_12062013
LONE STAR COLLEGE
JOB DESCRIPTION

PAY BAND: 013  
FLSA: Non-Exempt

DEPARTMENT: As assigned

LOCATION: LSC Location as assigned

REPORTS TO: As assigned

PURPOSE AND SCOPE:
Supports other staff by performing task oriented duties while providing clerical, analytical, administrative, and/or operational support under general supervision

PRINCIPAL DUTIES AND RESPONSIBILITIES:
1. Has developed specialized skills through job-related training and substantial on-the-job experience.
2. Completes work with a limited degree of supervision.
3. Likely to act as an informal resource for colleagues with less experience.
4. Identifies key issues and patterns when problems arise.
5. Takes a broad perspective to problems and proposes new, less obvious solutions.
6. Responsible for other reasonable, related duties as assigned.

Administrative Support will also include:
• Detailed and task oriented support, assistance in meetings, communications, flow through of office, monitoring resources, departmental and division support, etc.,
2015-2016 Compensation

- Communication and event preparation, ordering of supplies, office support and tracking and input of schedules, etc.
- Potential budget tracking, payroll information, reporting, etc.

**Business Services will also include:**
- Under general/limited supervision, provides assistance to supervisors and others by taking messages, proofreading, interacting with a high volume of customers, etc.
- May procure signatures and permissions for purchases, and ensure that accurate financial records are kept.

**Communications will also include:**
- Provide assistance to supervisors in the Communications Department.
- General phone duties.
- May have graphic design, multimedia functions, and use advanced skills in public and college relations.

**Operations will also include:**
- Clean assigned area to standards set by college and supervisor
- Extensive physical labor, safety, and sanitation.
- Specialize in a specific maintenance area and help train other specialists.

**Safety will also include:**
- Operates telecommunications equipment such as radios, telephones, computer terminals, and video and audio recording devices.
- Takes telephone calls for service (CFS), collects appropriate information while interacting with the caller and a Computer Aided Dispatch system (CAD).

**Student and Academic Services will also include:**
- Must be able to work effectively with a diverse student population.
- Must be well organized and flexible to meet time, priority and workload demands.
- Processes and reviews, information and files.
- May focus on planning and/or implementing special events, recruitment, or act as customer service representative in a department.

**Student Learning will also include:**
- Performs detailed record keeping, follows established procedures under general supervision.
- May advise or assist students in one of the following areas: continuing education (i.e. proper course selection for continuing education workforce programs), lab assistance, training, and/or instructional efforts.
REQUIRED QUALIFICATIONS:
  • High School Diploma and 3 years of related work experience, or an equivalent combination of education and experience.

PREFERRED QUALIFICATIONS:
  • Associates Degree.

KNOWLEDGE, SKILLS, AND ABILITIES:
  • Strong attention to detail.
  • Ability to use software products.
  • Ability to work on multiple projects.
  • Ability to document expenses.

PHYSICAL ABILITIES:
Physical effort dependent upon department.

EQUIPMENT USED:
PC workstation running on a LAN in a Microsoft Windows environment, calculator, phone and other general office equipment.

CONTACTS:
Internal and external contacts as needed to carry out the functions of the position.

WORKING CONDITIONS:
Work is performed in a climate-controlled office with minimal exposure to safety hazards.

HISTORY: LSCS_HRComp_Approved DR_12062013
PAY BAND: 014

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Administrative Assistant I; Adult Ed Specialist IV; Assessment Ctr Specialist IV; Events Specialist; Health Occ Specialist IV; Learning Ctr Specialist IV; Spec IV - Admiss & Outreach; Spec IV - Business Svcs; Spec IV - Campus Tech; Spec IV - Counseling Ctr; Spec IV – ESOL; Spec IV - Evening & Weekend; Spec IV - Financial Aid; Spec IV - Great Ctr; Spec IV - HR/Professional Dev; Spec IV - Human Resources; Spec IV – Instructional; Spec IV - Learning Ctr; Spec IV - Nursing Program; Spec IV - Records/Transcripts; Spec IV - Room Scheduling; Spec IV - Student Records; Spec IV - Student Support; Spec IV - Student Svcs; Spec IV - Theater/Fine Arts; Spec IV - Workforce Cnslng; Spec IV -Human Resources; Student Services Specialist IV; Support Svcs Specialist IV

LONE STAR COLLEGE
JOB DESCRIPTION

PAY BAND: 014  FLSA: Non-Exempt

DEPARTMENT: As assigned
LOCATION: LSC Location as assigned
REPORTS TO: As assigned

PURPOSE AND SCOPE:
Supports other staff by performing task oriented duties while providing clerical, analytical, administrative, and operational support under general supervision

PRINCIPAL DUTIES AND RESPONSIBILITIES:
1. Maintains expert-level skills acquired typically through a combination of job-related training and extensive on-the-job experience.
2. Typically acts as a lead, but not a supervisor, for the work of others.
3. Works autonomously within established procedures and practices.
4. Looks beyond immediate problems to wider implications.
5. Offers new and innovative solutions to complex problems.
6. Responsible for other reasonable, related duties as assigned.

Administrative Support will also include:
- Detailed and task oriented support for executive level administrators, including organizing events, assisting with meetings, communications, flow through of office, monitoring resources, etc.
2015-2016 Compensation

Business Services will also include:
- Under general/limited supervision, provides assistance to executive level administrators and others by taking messages, proofreading, interacting with a high volume of customers, etc.
- May have accountability for billing and reconciliation of college financial functions.

Communications will also include:
- Provides assistance to executive level administrators in the communications department.
- General phone duties.
- May have graphic design, multimedia functions, and use advanced skills in public and college relations.

Operations will also include:
- Extensive physical labor, safety, and sanitation.
- Specialize in a specific maintenance area.
- Helps train other specialists.
- Follows college, state, and federal guidelines regarding safety.
- Provides advice and counsel to maintenance crew relative to daily tasks.
- Assists in annual inventory of maintenance department.

Student and Academic Services will also include:
- Must be able to work effectively with a diverse student population.
- Must be well organized and flexible to meet time, priority and workload demands.
- Processes and reviews, information and files.
- May focus on customer service, scheduling, student records, theater production, and/or specific department programs.

Student Learning will also include:
- Follows established procedures under general supervision.
- May advise or assist students by either instructing or interpreting information for them.
- Participates in developing new programs, maintaining departmental records and other documents.

REQUIRED QUALIFICATIONS:
- Associate's Degree and 5 years of related work experience, or an equivalent combination of education and experience.
- Specialization relevant to the position preferred

PREFERRED QUALIFICATIONS:
- Bachelor’s Degree strongly preferred
2015-2016 Compensation

**KNOWLEDGE, SKILLS, AND ABILITIES:**
- Strong attention to detail.
- Ability to use software products.
- Ability to work on multiple projects.
- Ability to document and track expenses.

**PHYSICAL ABILITIES:**
Minimal physical effort is required. Physical effort dependent upon department.

**EQUIPMENT USED:**
PC workstation running on a LAN in a Microsoft Windows environment, calculator, phone and other general office equipment.

**CONTACTS:**
Internal and external contacts as needed to carry out the functions of the position.

**WORKING CONDITIONS:**
Work is performed in a climate-controlled office with minimal exposure to safety hazards.

**HISTORY:** LSCS_HRComp_Approved DR_12062013