



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> AC00001	
<b>JOB TITLE:</b> Student Worker I, Administrative Specialist	College Work Study Position
<b>DEPARTMENT:</b> Dean's Office	<b>PAY:</b> 8.65 per/hr.
<b>CAMPUS:</b> LSC-Atascocita Center	<b>HOURS:</b> 12-16 per/wk.

### POSITION SUMMARY

Provide support to the Dean's Office. This position will providing general information and directions to diverse groups of students, parents, faculty and staff. Typical duties include answering phones, making copies, refilling the printer with paper and refilling supplies. May interact one-on-one with students (on a limited basis). May interact with a high volume of students (on a limited basis).

### PRIMARY RESPONSIBILITIES

1. Copying
2. Faxing
3. Answering phones, taking messages, redirecting calls
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Provide general information related to the department
7. Provide handouts and/or forms to customers
8. Assist with the maintenance of the office supply inventory
9. Check out equipment
10. Event preparation and support (on a limited basis)

### REQUIRED QUALIFICATIONS

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

### KNOWLEDGE SKILLS AND ABILITIES

- Customer service skills
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills (on a limited basis)
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Working knowledge of general office procedures and practices
- Communication Skills (written and/or oral)

### USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects (on a limited basis)
- Lift objects weighing up to 20lbs. (on a limited basis)
- Use computer for word processing