



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> CF00001	
<b>JOB TITLE:</b> Student Worker I, Outreach Specialist	College Work Study Position
<b>DEPARTMENT:</b> Academic Affairs	<b>PAY:</b> 7.54 per/hr.
<b>CAMPUS:</b> LSC-CyFair	<b>HOURS:</b> 10+ per/wk.

### POSITION SUMMARY

This position provides support the Academic Affairs Department. Required to assist with the dissemination of evening and weekend information, manning tables at campus events, data entry, and collecting campus information from various sources. Other duties include general office task such as copying, delivering materials to other offices and making phone calls.

### PRIMARY RESPONSIBILITIES

1. Copying
2. Provide general information related to the department
3. Record maintenance, preparation and review of forms, data entry
4. Provide handouts and/or forms to customers
5. Event preparation and support
6. Collect and record data

### REQUIRED QUALIFICATIONS

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

### KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Ability to sort, merge, and complete mass mailings
- Ability to multi-task
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

### USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Use small office equipment including copy machines or multi-line phone system