



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CF00002	
JOB TITLE: Student Worker I, Student Services Specialist	College Work Study Position
DEPARTMENT: Academic Affairs	PAY: 7.54 per/hr.
CAMPUS: LSC-CyFair	HOURS: 15-20 per/wk.

POSITION SUMMARY

This position provides support to the Academic Affairs Department. Required to facilitate and monitor check-in and check-out procedures at the reception desk for honors students (including materials available for restricted use in the Honors College Study Lounge). Will complete clerical duties including answering the phone, copying, and filing. May interact one-on-one with students. Required to assist with event preparation. May interact with a high volume of customers. Will work with and assist diverse groups. Work hours: 1:00PM-5:00PM, Mon-Fri.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Provide general information related to the department
5. Provide handouts and/or forms to customers
6. Check out equipment
7. Event preparation and support
8. Collect and record data

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal 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)
- Ability to multi-task

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