



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CF00049	
JOB TITLE: Student Worker II,	College Work Study Position
DEPARTMENT: Recreational Sports	PAY: 8.74 per/hr.
CAMPUS: LSC-CyFair	HOURS: 19.5 per/wk.

POSITION SUMMARY

Under direct supervision of the Recreational Sports Coordinator. This position will provide support at Recreational Sports events such as fitness, wellness, intramural sports, club sports and special events. Individual will also assist with planning, organizing, and implementing various events. Duties include monitoring recreational facilities (indoor and outdoor), check student ID's, and provide support to students and sport clubs. Additional duties may include: market and promote events, ensure safety practices are followed, exhibit proper use of equipment, address minor issues, and provide basic first aid. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
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. Record maintenance, preparation and review of forms, data entry
8. Send standardized department emails
9. Provide handouts and/or forms to customers
10. Maintain inventory
11. Set up learning environment (such as labs, classrooms, etc.)
12. Check out equipment
13. Event preparation and support
14. Prepare reports
15. Collect and record data
16. Maintain knowledge of multiple programs
17. Interpret regulations and policies
18. Maintain and/or process records

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year of related work experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service

- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- 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)

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20 lbs.
- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing
- Use or repair small/light equipment such as power tools