



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CF00004	
JOB TITLE: Student Worker I, Administrative Specialist	College Work Study Position
DEPARTMENT: Division III, Dean's Office	PAY: 7.54 per/hr.
CAMPUS: LSC-CyFair	HOURS: 8 - 10 per/wk.

POSITION SUMMARY

This position serves as a suite receptionist Monday – Thursday from 8 a.m. to 10 a.m. Duties will include customer service, greeting and directing all visitors, posting class cancellation signs, running errands across campus, and logging students in/out of the practice rooms. 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. Copying
2. Answering phones, taking messages, redirecting calls
3. Provide general information related to the department
4. Check out equipment
5. 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

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20 lbs.
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing