



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CF00008	
JOB TITLE: Student Worker I, Administrative Specialist	College Work Study Position
DEPARTMENT: Academic Affairs	PAY: 7.54 per/hr.
CAMPUS: LSC-CyFair	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position supports Academic Affairs with marketing Learning Communities during new student orientation and assisting with various steps during the Best Start program and Study Abroad processes. Responsible for posting all marketing signs throughout the campus, will assist during campus events providing information to students regarding Learning Communities, Study Abroad, and Service Learning. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Copying
2. Provide general information related to the department
3. Provide handouts and/or forms to customers
4. Event preparation and support
5. Prepare reports
6. Maintain knowledge of multiple programs

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational 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)

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing