



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> CF00009	
<b>JOB TITLE:</b> Student Worker I, Financial Aid Specialist	College Work Study Position
<b>DEPARTMENT:</b> Financial Aid	<b>PAY:</b> 7.54 per/hr.
<b>CAMPUS:</b> LSC-CyFair	<b>HOURS:</b> 19.5 per/wk.

### POSITION SUMMARY

This position will support the Financial Aid Department by assisting the FA staff with filing documents, assisting students with completing the FAFSA or the verification process. Will attend the financial awareness events at the campus. 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. Faxing
4. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Scanning and/or shredding
7. Provide general information related to the department
8. Mail department information
9. Provide handouts and/or forms to customers
10. Maintain inventory
11. Event preparation and support
12. Prepare reports
13. Collect and record data
14. Maintain knowledge of multiple programs
15. Provide limited technology support to end users
16. Tutor, ability to take lecture notes, act as scribe, and proof read
17. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
18. Guided tours
19. Interpret regulations and policies
20. Maintain and/or process records

### REQUIRED QUALIFICATIONS

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