



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CF 00010	
JOB TITLE: Student Worker II, Administrative Specialist	College Work Study Position
DEPARTMENT: Academic Success Center	PAY: 8.74 per/hr.
CAMPUS: LSC-CyFair	HOURS: 10-15 per/wk.

POSITION SUMMARY

This position is responsible for general office functions such as greeting students, answering phones, filing, organizing, taking inventory of calculators and books, etc. Will schedule appointments for the Writing Center using Outlook, assist students and the general public with questions, and assist students with checking in and locating tutoring and TSI workshops. 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. Answering phones, taking messages, redirecting calls
3. Provide general information related to the department
4. Record maintenance, preparation and review of forms, data entry
5. Provide handouts and/or forms to customers
6. Maintain inventory
7. Check out equipment
8. Collect and record data
9. Maintain knowledge of multiple programs

REQUIRED QUALIFICATIONS

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