POSITION NUMBER: CF00012

JOB TITLE: Student Worker III, Student Services Specialist

DEPARTMENT: Admissions & Records

CAMPUS: LSC-CyFair

PAY: 11.44 per/hr.

HOURS: up to 19.5 per/wk.

POSITION SUMMARY

Under general/limited supervision this position is responsible for significant functions in Recruiting, Admissions, Retention, and/or Financial Aid. Has in-depth knowledge of functions and processes throughout the scope of the specialty area. This position acts as a primary expert and provides advice and information to others. Ensures that all district policies/practices surrounding functions are implemented/carried out correctly by others.

PRIMARY RESPONSIBILITIES

1. Communicates with current, new, and potential students, as well as community members, via the student services welcome desk and call center.
2. Processes various registration and records related forms.
3. Performs limited advising related tasks related to registration and student records.
4. Processes and enters data for student applications, college credit and continuing education registrations, transcript evaluations, enrollment verifications, prior learning assessment, graduation, and course substitutions.
5. Assists with state reporting: responsibilities include application verification, error report updates, roster collection, etc.
6. Assist with filing and record management.
7. Assists with training new staff.
8. Performs other reasonable, related duties as assigned.

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

• Customer service
• Interpersonal skills
• Organizational skills

USE OF EQUIPMENT AND MACHINERY

• Standing for two or more hours
• Use small office equipment including copy machines or multi-line phone system
• Use computer for word processing