



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CF00013	
JOB TITLE: Student Worker III, Student Specialist	College Work Study Position
DEPARTMENT: Advising/Counseling	PAY: 10.40 per/hr.
CAMPUS: LSC-CyFair	HOURS: up to 19.5 per/wk.

POSITION SUMMARY

Primarily performs specialized, specific functions requiring knowledge and experience in a particular field, area, or department function. Typical duties may include information gathering and review, presentation of information in verbal or written form, and some interpretation of information. At a higher level, also provides advice and counsel in area of expertise such as academic advising, financial aid and student records.

PRIMARY RESPONSIBILITIES

1. Assists students in processes relating to registration and admissions including academic advising on course transferability.
2. Informs and orients students in order to help them succeed in college setting.
3. Determines course transferability.
4. May advise high school students and parents for requirements for dual credit, admissions and determines exceptional admission.
5. May provide expertise to others in the processing of transcripts, which includes the accreditation of institutions and validity, or transcripts and creating a computer generated student record of the transfer work.
6. May analyze transfer coursework, accreditation, catalogs and numbering/grading systems to affect and maintain the Degree Audit system files.
7. May determine residency requirements.
8. Responsible for other reasonable, related duties as assigned.

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Demonstrated ability and commitment to work collaboratively.
- Demonstrated commitment to multicultural and multigenerational diversity.
- Demonstrated commitment to the mission of the comprehensive community college.
- Demonstrated high-level communication and computer skills.
- Demonstrated commitment to quality service to students.
- Demonstrated ability to manage and lead change.

- Strong customer service skills.

USE OF EQUIPMENT AND MACHINERY

- Work is performed in a climate controlled office environment not readily accessible to the general public.
- Job duties require little physical effort.
- Requires work characteristics supportive of collaborative work efforts in a collegial atmosphere.