



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CF00015	
JOB TITLE: Student Worker II, Administrative Specialist II	College Work Study Position
DEPARTMENT: Student Life	PAY: 8.74 per/hr.
CAMPUS: LSC-CyFair	HOURS: up to 19.5 per/wk.

POSITION SUMMARY

This position will provide support to the Student Life department. Duties to include assisting and providing quality customer service to students and staff during their visits to the Fitness Center as well as filing, answering the phone, checking out equipment, and providing handouts and/or forms to customers. May interact one-on-one with students. May interact with a high volume of customers.

PRIMARY RESPONSIBILITIES

1. Filing
2. Answering phones, taking messages, redirecting calls
3. Record maintenance, preparation and review of forms, data entry
4. Provide handouts and/or forms to customers
5. Check out equipment
6. Event preparation and support
7. Guided tours
8. Maintain and/or process records

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal 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

- Lift objects weighing up to 20 lbs.