



**LONE STAR COLLEGE SYSTEM
COLLEGE WORK STUDY JOB DESCRIPTION**

Financial Aid

POSITION NUMBER: CF00016	
JOB TITLE: Student Worker I, Facilities Specialist I	College Work Study Position
DEPARTMENT: Facilities/Mail Room	PAY: 7.54 per/hr.
CAMPUS: LSC-CyFair	HOURS: up to 19.5 per/wk.

POSITION SUMMARY

This position will provide support to the Facilities/Mail Room Department. Duties to include sorting and delivering mail and packages, answering phones and taking messages, setting up learning environments and event preparation, and customer service. May interact with a high volume of customers.

PRIMARY RESPONSIBILITIES

1. Answering phones, taking messages, redirecting calls
2. Pick up and deliver mail
3. Provide general information related to the department
4. Mail department information
5. Set up learning environment (such as labs, classrooms, etc.)
6. Check out equipment
7. Event preparation and support
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
- 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.
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing

