



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> CF00017	
<b>JOB TITLE:</b> Student Worker I, Housekeeping Specialist I	College Work Study Position
<b>DEPARTMENT:</b> Nursing Department	<b>PAY:</b> 7.54 per/hr.
<b>CAMPUS:</b> LSC-CyFair	<b>HOURS:</b> 5 - 10 per/wk.

### POSITION SUMMARY

This position will support the Nursing Department. Duties to include maintaining the nursing lab equipment, keep supplies in an orderly and organized manner, clean used equipment, ensure all linen is washed and stored, restock individual nursing labs and storage areas. 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. Answering phones, taking messages, redirecting calls
2. Maintain inventory
3. Set up learning environment (such as labs, classrooms, etc.)
4. Check out equipment

### REQUIRED QUALIFICATIONS

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

### KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills

### 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