



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CF00031	
JOB TITLE: Student Worker I, Administrative Specialist I	College Work Study Position
DEPARTMENT: Academic Affairs	PAY: 7.54 per/hr.
CAMPUS: LSC-CyFair	HOURS: 25 per/wk.

POSITION SUMMARY

This position will support the Learning Signature programs primarily by performing general office and outreach functions to recruit students for First Year Community & Learning Community courses, Service Learning, and Study Abroad. Duties to include data computer entry; answering phones; filing, copying, and faxing; creating fliers, signs, posters, and mailings; set up, clean-up and participation in campus events; and providing support during registration; Required to provide high level information. May interact one-on-one with students. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Scanning and/or shredding
7. Provide general information related to the department
8. Provide handouts and/or forms to customers
9. Set up learning environment (such as labs, classrooms, etc.)
10. Event preparation and support
11. Maintain knowledge of multiple programs

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- 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.
- Standing for two or more hours

- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing