



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CF00033	
JOB TITLE: Student Worker II, Learning Center Specialist II	College Work Study Position
DEPARTMENT: Teaching and Learning Center	PAY: 8.74 per/hr.
CAMPUS: LSC-CyFair	HOURS: 10 – 12 hours per/wk.

POSITION SUMMARY

This position will assist the Teaching and Learning Center Director and staff in the implementation of programs to support staff and faculty professional development. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Provide handouts and/or forms to customers
9. Set up learning environment (such as labs, classrooms, etc.)
10. Check out equipment
11. Event preparation and support
12. Collect and record data
13. Maintain and/or process records

REQUIRED QUALIFICATIONS

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