



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CF00034	
JOB TITLE: Student Worker III, FA Specialist III	College Work Study Position
DEPARTMENT: Financial Aid	PAY: 10.40 per/hr.
CAMPUS: LSC-CyFair	HOURS: 25 per/wk.

POSITION SUMMARY

This position will provide support to the Financial Aid Department. Duties to include providing administrative assistance to the FA Director; assisting student/parents with financial aid, verification, and PJ information; conduct FAFSA workshops and presentations; assist students during NSO and other Outreach events; and other general office duties. Required to provide high level information. 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. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Scanning and/or shredding
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Mail department information
9. Send standardized department emails
10. Provide handouts and/or forms to customers
11. Maintain inventory
12. Event preparation and support
13. Prepare reports
14. Collect and record data
15. Maintain knowledge of multiple programs
16. Provide limited technology support to end users
17. Interpret regulations and policies
18. 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
- 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
Choose an item.