



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER: CF00035</b>	
<b>JOB TITLE: Student Worker I, Administrative Specialist I</b>	College Work Study Position
<b>DEPARTMENT: Fitness Center</b>	<b>PAY: 7.54 per/hr.</b>
<b>CAMPUS: LSC-CyFair</b>	<b>HOURS: up to 19.5 per/wk.</b>

### POSITION SUMMARY

This position will provide support to the Fitness Center in executing activities and staffing the center. Duties to include: ensure safety of fitness center participants; maintain a sanitary environment; check for safety hazards or rule violations; provide excellent customer service; and assist coordinator with organization and set-up of all activities. May interact with a high volume of customers. Will work with and assist diverse groups.

### PRIMARY RESPONSIBILITIES

1. Filing
2. Answering phones, taking messages, redirecting calls
3. Provide general information related to the department
4. Provide handouts and/or forms to customers
5. Set up learning environment (such as labs, classrooms, etc.)
6. Check out equipment
7. Event preparation and support
8. Interpret regulations and policies

### 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)

### USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Standing for two or more hours