



**LONE STAR COLLEGE SYSTEM
COLLEGE WORK STUDY JOB DESCRIPTION**

Financial Aid

POSITION NUMBER: CF00037	
JOB TITLE: Student Worker III, Administrative Specialist III	College Work Study Position
DEPARTMENT: CE	PAY: 10.40 per/hr.
CAMPUS: LSC-CyFair	HOURS: 19 per/wk.

POSITION SUMMARY

This position will provide support primarily for the Division Operations Manager and to multiple individuals in the Continuing Education Department. Will advise students on proper course selection for non-credit certificate programs in assigned disciplines/division including course prerequisites, co-requisites, and recommended course sequence. Activities are routine and may be repetitive. Basic duties may include receiving and logging information, making copies, sorting and distributing mail, preparing correspondence or basic documents, answering routine questions/inquiries, providing information/directions, and providing a customer friendly environment. 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. Pick up and deliver mail
6. Scanning and/or shredding
7. Provide general information related to the department
8. Record maintenance, preparation and review of forms, data entry
9. Mail department information
10. Send standardized department emails
11. Provide handouts and/or forms to customers
12. Maintain inventory
13. Set up learning environment (such as labs, classrooms, etc.)
14. Check out equipment
15. Event preparation and support
16. Prepare reports
17. Collect and record data
18. Maintain knowledge of multiple programs
19. Provide limited technology support to end users
20. Tutor, ability to take lecture notes, act as scribe, and proof read
21. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
22. Guided tours
23. Interpret regulations and policies
24. 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.
- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing
- Use or repair small/light equipment such as power tools