



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CF00041	
JOB TITLE: Student Worker I, Administrative Specialist I	College Work Study Position
DEPARTMENT: New Student Orientation	PAY: PAY: 7.54 per/hr.
CAMPUS: LSC-CyFair	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will provide support and assistance in the New Student Orientation process. Duties to include: student check-in; presenting information to incoming students; campus tours; assisting students with class location; assemble welcome packets; and general office assistance. 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. Provide general information related to the department
5. Provide handouts and/or forms to customers
6. Set up learning environment (such as labs, classrooms, etc.)
7. Event preparation and support
8. Prepare reports
9. Maintain knowledge of multiple programs
10. Provide limited technology support to end users
11. Guided tours

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- 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

