



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> CF00043	
<b>JOB TITLE:</b> Student Worker II, Evening Administrative Specialist II	College Work Study Position
<b>DEPARTMENT:</b> Academic Affairs	<b>PAY:</b> 8.74 per/hr.
<b>CAMPUS:</b> LSC-CyFair	<b>HOURS:</b> 10 – 19.5 per/wk.

### POSITION SUMMARY

This position will support the Academic Affairs Department by assisting with the Evening/Weekend College and the Learning Signature Programs. Duties to include: assist with campus-wide events (set-up and break down); provide information about programs; create fliers in Adobe; communicate with other departments; contact students; and general office duties. 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. Check out equipment
10. Event preparation and support
11. Maintain knowledge of multiple programs

### REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 2 years of related work experience

### KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- 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

