



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CF00055	
JOB TITLE: Student Worker II,	College Work Study Position
DEPARTMENT: New Student Orientation	PAY: 8.74 per/hr.
CAMPUS: LSC-CyFair	HOURS: 15 per/wk.

POSITION SUMMARY

Student-workers will assist with New Student Orientation by helping manage check-in, presentation, and enrollment for attending students. Student-workers will learn the college processes for enrollment and many students services offered so they can offer advice and guidance to incoming college students. Additional duties include: working in New Student Orientation Lab to assist with enrollment. 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. Answering phones, taking messages, redirecting calls
4. Scanning and/or shredding
5. Provide general information related to the department
6. Record maintenance, preparation and review of forms, data entry
7. Provide handouts and/or forms to customers
8. Set up learning environment (such as labs, classrooms, etc.)
9. Check out equipment
10. Event preparation and support
11. Prepare reports
12. Collect and record data
13. Maintain knowledge of multiple programs
14. Guided tours
15. Interpret regulations and policies
16. Maintain and/or process records
17. Assist with student enrollment in our NSO enrollment lab

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year 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
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Ability to multi-task

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