



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CF00056	
JOB TITLE: Student Worker I,	College Work Study Position
DEPARTMENT: Technology Center	PAY: 7.54 per/hr.
CAMPUS: LSC-CyFair-Westway Park	HOURS: 10-19per/wk.

POSITION SUMMARY

This position is responsible for assisting students with lab requirement of his/her class, monitoring and tracking lab supplies (workbooks, printer toner, and paper supply), and operating a variety of office equipment including computer(s), printer, copier, and laminator. Duties will include: conducting open lab time, monitoring and signing-off on students' lab time, and upholding students' reasonable understanding of proper lab conduct. May interact one-on-one with students. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Answering phones, taking messages, redirecting calls
2. Provide handouts and/or forms to customers
3. Maintain inventory
4. Set up learning environment (such as labs, classrooms, etc.)
5. Check out equipment
6. Provide limited technology support to end users

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
- Ability to multi-task
- 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