



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> CN00004	
<b>JOB TITLE:</b> Student Worker II,	College Work Study Position
<b>DEPARTMENT:</b> Machining Technology	<b>PAY:</b> 8.74 per/hr.
<b>CAMPUS:</b> LSC-Conroe Center	<b>HOURS:</b> 19 per/wk.

### POSITION SUMMARY

Performs mechanical and technical duties associated with the set-up of Manual/CNC Machines in both Machining Labs and equipment related to course instruction. Will work in Machining Tool Room and must have knowledge of all types of measurement tools and machining equipment. Under supervision of the Director. Duties include: tests, cleans and performs routing maintenance of machining laboratory equipment. Will provide clerical support that includes ordering, cataloging, and maintaining laboratory supplies and equipment. Assist in preparation of reports and correspondences. Study in Machining Technology or related field. Required to provide high level information. May interact one-on-one with students. Will work with and assist diverse groups.

### PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Provide general information related to the department
5. Record maintenance, preparation and review of forms, data entry
6. Send standardized department emails
7. Provide handouts and/or forms to customers
8. Maintain inventory
9. Set up learning environment (such as labs, classrooms, etc.)
10. Event preparation and support
11. Prepare reports
12. Collect and record data
13. Maintain knowledge of multiple programs
14. Provide limited technology support to end users
15. Interpret regulations and policies
16. 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