



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CN00006	
JOB TITLE: Student Worker I,	College Work Study Position
DEPARTMENT: Welding Technology	PAY: 7.54 per/hr.
CAMPUS: LSC-Conroe Center	HOURS: 19 per/wk.

POSITION SUMMARY

Performs mechanical and technical duties associated with set-up, breakdown, and maintenance of Welding labs and equipment related to course instruction. Have knowledge of basic Welding and measuring tools to assist instructors with all types of Welding tests. Job duties will include testing, cleaning, and performing routine maintenance on Welding Laboratory equipment as instructed by the Director and report non-operational equipment in the Welding lab. Will also provide clerical support to include: ordering, cataloguing, prepare student welding coupons, and maintaining laboratory supplies and equipment. Update excel spreadsheets as needed and convey information to instructor or director. Responsible for maintaining welding lab area to include: cleaning, sweeping, and dusting lab area as needed. Must be able to follow written and oral notes on tasks to assist Welding instructor with classroom instruction. Must be able to comply with all safety rules and regulations while occasionally working with limited input from instructor. . Required to provide high level information. May interact one-on-one with students. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Maintain inventory
2. Set up learning environment (such as labs, classrooms, etc.)
3. Check out equipment
4. Prepare reports
5. Collect and record data

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- 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 or repair small/light equipment such as power tools