



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CN00007	
JOB TITLE: Student Worker I,	College Work Study Position
DEPARTMENT: Extended Learning Center	PAY: 7.54 per/hr.
CAMPUS: LSC-Conroe Center	HOURS: 19 per/wk.

POSITION SUMMARY

This position will support to the Extended Learning Center at the Conroe Center location. Duties include: greeting students, directing students to appropriate labs, provide students with hours of tutoring, assist students with logging into computers to access labs and lab computers. Assist students with locating appropriate hand-outs and materials, make students aware of the Extended Learning center policies on printing, and monitor the process to make sure policies are being followed. Additional duties include: providing directions to Office Technology Services, directing students to the appropriate person to address concerns, copying, filing, scanning, distributing center information around campus, maintain and stock office supplies for labs, and assist with general upkeep of the labs. 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. Faxing
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. Maintain inventory
10. Set up learning environment (such as labs, classrooms, etc.)
11. Event preparation and support
12. Collect and record data
13. Maintain knowledge of multiple programs
14. 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

- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing