



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> CN00008	
<b>JOB TITLE:</b> Student Worker I,	College Work Study Position
<b>DEPARTMENT:</b> Automotive Technology	<b>PAY:</b> 7.54 per/hr.
<b>CAMPUS:</b> LSC-Conroe Center	<b>HOURS:</b> 19 per/wk.

### POSITION SUMMARY

Position will perform mechanical and technical duties associated with the set-up, breakdown, and maintenance of automotive labs and equipment related to course instruction. Will work in Automotive Tool Room and must have knowledge of all types of automotive tools and automotive tests. Will test, clean, and perform routine maintenance on automotive laboratory equipment. Additional duties will include administrative job functions such as ordering, cataloging and maintaining laboratory supplies and equipment. Will assist in the preparation of reports and correspondences. Required to provide high level information. May interact one-on-one with students. Will work with and assist diverse groups.

### PRIMARY RESPONSIBILITIES

1. Copying
2. Pick up and deliver mail
3. Scanning and/or shredding
4. Provide general information related to the department
5. Record maintenance, preparation and review of forms, data entry
6. Send standardized department emails
7. Maintain inventory
8. Set up learning environment (such as labs, classrooms, etc.)
9. 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)
- 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
- Use or repair small/light equipment such as power tools