



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> CYC00010	
<b>JOB TITLE:</b> Student Worker III, AutoCad Tutor Specialist III	College Work Study Position
<b>DEPARTMENT:</b> Tutoring Center	<b>PAY:</b> 10.40 per/hr.
<b>CAMPUS:</b> LSC-Cypress Center	<b>HOURS:</b> 19.5 per/wk.

### POSITION SUMMARY

This position will support the Tutoring Center by providing tutoring to students requiring assistance in AutoCad, SolidWorks, and other related software. May work with students having learning, physical, or mental disabilities. Tutors need to be flexible, understanding, and have the ability to utilize different teaching and learning strategies to meet the need of the students. AutoCad tutor is needed during the morning and evening hours. Required to provide high level information. 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. Answering phones, taking messages, redirecting calls
2. Provide general information related to the department
3. Mail department information
4. Send standardized department emails
5. Provide handouts and/or forms to customers
6. Maintain inventory
7. Event preparation and support
8. Provide limited technology support to end users
9. Tutor, ability to take lecture notes, act as scribe, and proof read
10. Interpret regulations and policies

### REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 2 years 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
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

### USE OF EQUIPMENT AND MACHINERY

- Use computer for word processing

