



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> CYC000011	
<b>JOB TITLE:</b> Student Worker I, Administrative Specialist I	College Work Study Position
<b>DEPARTMENT:</b> Learning Commons	<b>PAY:</b> 7.54 per/hr.
<b>CAMPUS:</b> LSC-Cypress Center	<b>HOURS:</b> 19.5 per/wk.

### POSITION SUMMARY

This position will support the Learning Commons. Duties to include general office duties; creating student ID badges; providing information regarding printing and computer logins; and participate in departmental activities/events. 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. Copying
2. Faxing
3. Answering phones, taking messages, redirecting calls
4. Provide general information related to the department
5. Check out equipment
6. Event preparation and support

### REQUIRED QUALIFICATIONS

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

### KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices

### USE OF EQUIPMENT AND MACHINERY

- Use small office equipment including copy machines or multi-line phone system