



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER: CYC00005</b>	
<b>JOB TITLE: Student Worker I, Administrative Specialist I</b>	College Work Study Position
<b>DEPARTMENT: Dean's Office</b>	<b>PAY: 7.54 per/hr.</b>
<b>CAMPUS: LSC-Cypress Center</b>	<b>HOURS: 25 hours per/wk.</b>

### POSITION SUMMARY

This position will provide support and assistance with administrative duties in the Dean's Office. Duties to include answering the phones, taking messages, making copies, scheduling appointments, reserving rooms, assisting with supply inventory, etc. May interact with a high volume of customers. Will work with and assist diverse groups.

### PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Provide general information related to the department
5. Record maintenance, preparation and review of forms, data entry
6. Mail department information
7. Send standardized department emails
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. Prepare reports
13. Collect and record data

### 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
- Ability to sort, merge, and complete mass mailings
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

## **USE OF EQUIPMENT AND MACHINERY**

- Lift objects weighing up to 20 lbs.
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing