



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CYC00007	
JOB TITLE: Student Worker I, Student Services Specialist I	College Work Study Position
DEPARTMENT: Student Services	PAY: PAY: 7.54 per/hr.
CAMPUS: LSC-Cypress Center	HOURS: up to 19.5 per/wk.

POSITION SUMMARY

This position will support the Student Services Department and will be responsible for assisting students and community members with general inquiries regarding registration and enrollment, consulting and advising, directions, etc. Duties to include: maintaining supplies and flyers for the desk area; assisting with front counter coverages as needed, and general office duties. 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. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Scanning and/or shredding
7. Provide general information related to the department
8. Provide handouts and/or forms to customers
9. Maintain inventory
10. Event preparation and support
11. Collect and record data
12. Maintain and/or process records

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 sort, merge, and complete mass mailings
- 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