



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CYC00009	
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: 10 - 20 per/wk.

POSITION SUMMARY

This position will support the Student Services Department. Duties to include: general office duties; greeting, assisting, and checking in students and visitors; assist students in the navigation of MyLoneStar; assist the department with various event preparations and support including registration rallies, campus tours and calling campaigns. 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. Scanning and/or shredding
6. Provide general information related to the department
7. Provide handouts and/or forms to customers
8. Event preparation and support
9. Collect and record data
10. Maintain knowledge of multiple programs
11. Guided tours

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational 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

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20 lbs.

- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing