



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CYFB0006	
JOB TITLE: Student Worker II,	College Work Study Position
DEPARTMENT: Student Life	PAY: 8.74 per/hr.
CAMPUS: LSC-Cypress Center	HOURS: 15 per/wk.

POSITION SUMMARY

Peer Leaders will act as a liaison for the staff and students in the Center for Student Life. Duties will include supervising campus activities, operate the Student Life room, maintain room cleanliness, and check out equipment for student's recreation. Will also support the department with daily tasks. 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. Copying
2. Provide general information related to the department
3. Record maintenance, preparation and review of forms, data entry
4. Provide handouts and/or forms to customers
5. Maintain inventory
6. Set up learning environment (such as labs, classrooms, etc.)
7. Check out equipment
8. Interpret regulations and policies
9. Interpret regulations and policies
10. 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)
- 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.
- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system

- Use computer for word processing
- Use or repair small/light equipment such as power tools