



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CYFB0007	
JOB TITLE: Student Worker I,	College Work Study Position
DEPARTMENT: Office of the Dean of Instruction	PAY: 7.54 per/hr.
CAMPUS: LSC-Fairbanks Center	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will perform light clerical and receptionist duties in the Office of the Dean of Instruction. Duties include: answering and directing calls, assisting visitors, filing, copying, and scanning. Must be able to work Friday mornings. May interact one-on-one with students. 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. Provide limited technology support to end users

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 multi-task

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

