



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: EA0003	
JOB TITLE: Student Worker II, Administrative Specialist	College Work Study Position
DEPARTMENT: Extended Learning Center	PAY: 8.74 per/hr.
CAMPUS: East Aldine	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will support the Extended Learning Center by assisting students and guests on the computer, filing, checking books and media in/out, inter-office mail, and printing student I.D cards. Will assist ELC with spread sheets for tracking purposes, ensure departmental documents are up-to-date, and assist with ELC workshops. May interact one-on-one with students. May interact with high volume of customers, Will interact with and assist diverse groups. Required to provide high level information.

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. Record maintenance, preparation and review of forms, data entry
9. Send standardized department emails
10. Provide handouts and/or forms to customers
11. Maintain inventory
12. Set up learning environment (such as labs, classrooms, etc.)
13. Check out equipment
14. Event preparation and support
15. Prepare reports
16. Collect and record data
17. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
18. Interpret regulations and policies
19. Maintain and/or process records

REQUIRED QUALIFICATIONS

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

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