



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: EA0004	
JOB TITLE: Student Worker I, Learning Center Specialist	College Work Study Position
DEPARTMENT: Extended Learning Center	PAY: 7.54 per/hr.
CAMPUS: East Aldine	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will provide support to the Extended Learning Center staff and will assist students and community members on the computer, checking books in and out, picking up and delivering campus mail, answering/ transferring incoming calls, and providing first level Extended Learning Center library information. Other duties to include filing, making copies, providing handouts and/or forms to students. Will work with diverse groups. May interact one-on-one with students.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Provide general information related to the department
7. Provide handouts and/or forms to customers
8. Check out equipment
9. Maintain knowledge of multiple programs

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