



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> EA0005	
<b>JOB TITLE:</b> Student Worker II, Administrative Specialist	College Work Study Position
<b>DEPARTMENT:</b> Faculty and Division Services	<b>PAY:</b> 8.74 per/hr.
<b>CAMPUS:</b> East Aldine	<b>HOURS:</b> 19.5 per/wk.

### POSITION SUMMARY

. This position will support the offices of the Dean of Student Services, Instructional Dean and Division Operation at the East Aldine Center. Duties will include greeting guests, answering phones, copying/scanning, filing, and sorting, and distribution office supplies. Must have knowledge of Microsoft Outlook for appointment scheduling. Additional duties include serving as a backup for staff during lunch periods and/or absences. Maintain a professional demeanor and provide excellent customer service is a must. Required to provide high level information. Will work with and assist diverse groups.

### 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. Record maintenance, preparation and review of forms, data entry
8. Mail department information
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 knowledge of multiple programs
18. Guided tours
19. Interpret regulations and policies
20. 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
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing