



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: EA0006R	
JOB TITLE: Student Worker II, Welding Specialist II	College Work Study Position
DEPARTMENT: Welding	PAY: 9.95 per/hr.
CAMPUS: LSC-East Aldine	HOURS: up to 19.5 per/wk.

POSITION SUMMARY

This position will support the welding department. Duties to include: set-up and breakdown of welding labs and equipment related to course instruction; ordering, cataloging, and preparing student coupons; maintaining laboratory supplies and equipment; updating excel spreadsheets as needed and conveying information to the instructor; maintaining lab area by cleaning, sweeping, and dusting; have knowledge of basic welding and measuring tools to assist instructors with welding tests; must be able to comply with all safety rules/regulations. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Pick up and deliver mail
5. Provide general information related to the department
6. Record maintenance, preparation and review of forms, data entry
7. Send standardized department emails
8. Provide handouts and/or forms to customers
9. Maintain inventory
10. Set up learning environment (such as labs, classrooms, etc.)
11. Event preparation and support
12. Prepare reports
13. Collect and record data
14. Provide limited technology support to end users
15. Tutor, ability to take lecture notes, act as scribe, and proof read
16. Guided tours

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Organizational skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- 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 or repair small/light equipment such as power tools