



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> EA0007	
<b>JOB TITLE:</b> Student Worker II,	College Work Study Position
<b>DEPARTMENT:</b> Dean of Student Services	<b>PAY:</b> 8.74 per/hr.
<b>CAMPUS:</b> East Aldine	<b>HOURS:</b> 19.5 per/wk.

### POSITION SUMMARY

This position is responsible for assisting students and community members with the general inquiries such as registration, enrollment, campus events, and directions. Duties include providing tours, counseling/advising, front desk coverage, maintaining supplies and flyers, and invoice inquiries. Required to provide high level information. Will work with and assist diverse groups.

### PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Scanning and/or shredding
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Send standardized department emails
9. Provide handouts and/or forms to customers
10. Maintain inventory
11. Check out equipment
12. Event preparation and support
13. Prepare reports
14. Collect and record data
15. Guided tours
16. Interpret regulations and policies
17. Maintain and/or process records

### REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 2 years of related work 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
- 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