



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: GP00011	
JOB TITLE: Student Worker II, Administrative Specialist II	College Work Study Position
DEPARTMENT: Faculty and Division Services	PAY: 8.74 per/hr.
CAMPUS: LSC-Greenspoint Center	HOURS: 19.5 per/wk.

POSITION SUMMARY

Required to provide high level information. This position will support the offices of the Dean of Student Services, Instructional Dean and Division Operation at the Greenspoint Center. Duties will include greeting guests, answering phones, copying/scanning, filing, sorting and distributing 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. Will work with and assist diverse groups.

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. Mail department information
10. Send standardized department emails
11. Provide handouts and/or forms to customers
12. Maintain inventory
13. Check out equipment
14. Prepare reports
15. Collect and record data
16. Maintain knowledge of multiple programs
17. Interpret regulations and policies
18. 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