



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: GP00012	
JOB TITLE: Student Worker I, Administrative Specialist I	College Work Study Position
DEPARTMENT: Technology Center - OTS	PAY: 7.54 per/hr.
CAMPUS: LSC-North Harris	HOURS: 19.5 hours per/wk.

POSITION SUMMARY

This position will assist with various tasks related to the technology and media support within the Instructional Technology Center. Duties will include video equipment setup, basic editing, basic layout and design, and studio preparation. May also include some advanced video editing. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Copying
2. Answering phones, taking messages, redirecting calls
3. Scanning and/or shredding
4. Provide general information related to the department
5. Record maintenance, preparation and review of forms, data entry
6. Provide handouts and/or forms to customers
7. Maintain inventory
8. Set up learning environment (such as labs, classrooms, etc.)
9. Check out equipment
10. Event preparation and support
11. Maintain knowledge of multiple programs
12. Provide limited technology support to end users

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- 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 computer for word processing