



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: GP00015	
JOB TITLE: Student Worker I,	College Work Study Position
DEPARTMENT: Food Pantry	PAY: 7.54 per/hr.
CAMPUS: Houston North	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will support the Need Assessment Manager. Duties will include: answering phones, scheduling appointments, assisting with the supply inventory, assist with restocking of food pantry items, and monthly statistic and reports as required. This position will be responsible for work orders and type of food distribution, track the number of recipients in the food bank program, and maintain organization of the food distribution room, sort food by date to ensure food quality, create and submit reports for distributed items. Maintain participants' confidentiality. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Copying
2. Provide general information related to the department
3. Mail department information
4. Send standardized department emails
5. Provide handouts and/or forms to customers
6. Maintain inventory
7. Event preparation and support
8. Prepare reports
9. Collect and record data

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)
- Ability to sort, merge, and complete mass mailings
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Ability to multi-task

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