



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: GP00016	
JOB TITLE: CWS-Specialist II	College Work Study Position
DEPARTMENT: Learning Center-Greenspoint	PAY: \$9.95 per hr.
CAMPUS: LSC-Houston North	HOURS: 15-19.5 per/wk.

POSITION SUMMARY

This position will sign in students and community members, print student and staff I.D cards, using symphony to check in & out library books, reserve items and resource materials, and input student information on department tracking data spreadsheets. Assist with checking in and out/monitoring Person Vue guest as well as assisting students and community members on the computers LSC software, workshop, filing department forms and helping with campus student-based events. 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. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Provide general information related to the department
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. Check out equipment
12. Event preparation and support
13. Collect and record data
14. Maintain knowledge of multiple programs
15. Provide limited technology support to end users
16. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
17. Guided tours
18. Interpret regulations and policies

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)
- 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