



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: KW00010	
JOB TITLE: Student Worker I, Student Services Specialist	College Work Study Position
DEPARTMENT: Advising	PAY” 7.54 per/hr.
CAMPUS: LSC-Kingwood	HOURS: up to 19.5 hours per/wk.

POSITION SUMMARY

May interact one-on-one with students. Provide support to the Advising Department. Clerical duties to include filing, copying, answering the phone; collect and record data, maintain Excel spreadsheets for advising cohorts.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Scanning and/or shredding
6. Record maintenance, preparation and review of forms, data entry
7. Send standardized department emails
8. Provide handouts and/or forms to customers
9. Prepare reports
10. 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
- Working knowledge of general office procedures and practices
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)