



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: KW00009	
JOB TITLE: Student Worker II, Administrative Specialist	College Work Study Position
DEPARTMENT: CE	PAY 7.54 per/hr.
CAMPUS: LSC-Kingwood	HOURS: 15 to 19.5 hrs. per/wk.

POSITION SUMMARY

This position supports the CE Department. Duties include filing alphabetically, organizing files, answering phones and taking messages, greet students, and make copies. Will work with diverse groups. Will interact with a high volume of customers.

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 handouts and/or forms to customers
8. Maintain knowledge of multiple programs

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

USE OF EQUIPMENT AND MACHINERY

- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing
- Lift objects weighing up to 20 lbs.
- Pushing or pulling carts or other such objects