



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: KW00002	
JOB TITLE: Student Worker I, Administrative Specialist	College Work Study Position
DEPARTMENT: English/ESOL	PAY: 7.54 per/hr.
CAMPUS: LSC-Kingwood	HOURS: 19.5 per/wk.

POSITION SUMMARY

Provide support to the English/ESOL Department by providing assistance to a diverse population of students. This position will make phone calls, mail information, and assist in the computer lab. May interact one-one-one with students.

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 general information related to the department
8. Record maintenance, preparation and review of forms, data entry
9. Mail department information
10. Provide handouts and/or forms to customers
11. Set up learning environment (such as labs, classrooms, etc.)
12. Collect and record data
13. Event preparation and support
14. Provide limited technology support to end users

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service skills
- Interpersonal skills
- Organizational skills
- Working knowledge of general office procedures and practices
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Ability to multi-task
- Ability to sort, merge, and complete mass mailings

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.

- Standing for two or more hours