



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: KW00033	
JOB TITLE: Student Worker I,	College Work Study Position
DEPARTMENT: Student Life	PAY: 7.54 per/hr.
CAMPUS: LSC-Kingwood	HOURS: 19.5-25hrs /wk.

POSITION SUMMARY

The Student Services student assistant position will assist multiple departments such as Career Services, Disability Services, Advising, Student Life, and Intercultural Center with day to day operations. Specific tasks for this position include front desk check-in, event assistance and preparation including New Student Orientation, assisting students with building academic schedules as recommended by an advisor, filing of documents, scheduling appointments, and calling campaigns for enrollment purposes. 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. 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. Provide handouts and/or forms to customers
9. Set up learning environment (such as labs, classrooms, etc.)
10. Check out equipment
11. Event preparation and support
12. 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
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

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