



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: KW00035	
JOB TITLE: Student Worker III,	College Work Study Position
DEPARTMENT: Financial Aid	PAY: 10.40 per/hr.
CAMPUS: LSC-Kingwood	HOURS: 19.5per/wk.

POSITION SUMMARY

Position will provide support for the Financial Aid Department. Duties will include administrative assistance for the Financial Aid Director, provide assistance to students and parents such as: verification, FAFSA workshops, New Student Orientation, outreach vents, presentations, professional judgement information and general office duties. Required to provide high level information. 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. Record maintenance, preparation and review of forms, data entry
9. Mail department information
10. Send standardized department emails
11. Provide handouts and/or forms to customers
12. Maintain inventory
13. Event preparation and support
14. Prepare reports
15. Collect and record data
16. Maintain knowledge of multiple programs
17. Provide limited technology support to end users
18. Tutor, ability to take lecture notes, act as scribe, and proof read
19. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
20. Guided tours
21. Interpret regulations and policies
22. Maintain and/or process records

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 2 years of related work 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)

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