



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: KW00036	
Job Title: Admissions Specialist II	College Work Study Position
DEPARTMENT: Admissions/Enrollment Services	PAY: 8.74 per/hr.
CAMPUS: LSC-Kingwood	HOURS: 19 per/wk.

POSITION SUMMARY

Position will support the Admissions and Outreach Department. Duties will include providing administrative assistance to the Admissions Manager and the direct reports. Admission Specialist will assist students as well as parents with an understanding of the enrollment checklist items and help resolving items, as needed. This individual may be asked to review various student records and ensure proper record maintenance. This position will interact with high volume of customers. 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. Scanning and/or shredding
6. Record maintenance, preparation and review of forms, data entry
7. Maintain inventory
8. Collect and record data
9. Interpret regulations and policies
10. 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
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing