



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: KW00037	
JOB TITLE: CWS-Specialist II	College Work Study Position
DEPARTMENT: Student Success Institute	PAY: \$9.95 per hr.
CAMPUS: LSC-Kingwood	HOURS: 19.00 per/wk.

POSITION SUMMARY

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Student assistants are responsible for providing information about the SSI Program, serve as peer mentors, answer phones, file information, assist with campus programming, recruit new students, maintain lending library database and schedule appointments for SSI advisors. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Pick up and deliver mail
5. Provide handouts and/or forms to customers
6. Check out equipment
7. Event preparation and support
8. Collect and record data
9. Guided tours
10. Interpret regulations and policies
11. 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