



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: KW00003	
JOB TITLE: Student Worker II, Student Life Specialist	College Work Study Position
DEPARTMENT: Student Life	PAY: 8.74 per/hr.
CAMPUS: LSC-Kingwood	HOURS: 19.5 per/wk.

POSITION SUMMARY

Provide support to the Student Life Department. Responsibilities include verifying student enrollment, checking student IDs, issuing equipment, clerical duties (answering phones, taking messages, etc.), and leading guided tours. Will work with and assist diverse groups. May interact-one-on-one with students. May interact with a high volume of customers.

PRIMARY RESPONSIBILITIES

1. Copying
2. Answering phones, taking messages, redirecting calls
3. Pick up and deliver mail
4. Scanning and/or shredding
5. Provide general information related to the department
6. Record maintenance, preparation and review of forms, data entry
7. Mail department information
8. Send standardized department emails
9. Provide handouts and/or forms to customers
10. Check out equipment
11. Event preparation and support
12. Maintain knowledge of multiple programs
13. Interpret regulations and policies

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year related work experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service skills
- Interpersonal skills
- Organizational skills
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Communication Skills (written and/or oral)
- Analytical and problem solving skills
- Working knowledge of general office procedures and practices
- Ability to multi-task

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