



**LONE STAR COLLEGE SYSTEM
COLLEGE WORK STUDY JOB DESCRIPTION**

Financial Aid

POSITION NUMBER: KW00004	
JOB TITLE: Student Worker II, Administrative Specialist	College Work Study Position
DEPARTMENT: Social Science and Humanities	PAY: 8.74 per/hr.
CAMPUS: LSC-Kingwood	HOURS: 15 per/wk.

POSITION SUMMARY

Support the needs of the Social Science and Humanities Department. This position will assist during monthly faculty engagement activities and will conduct internet research as needed. Will also work with diverse groups of students.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Pick up and deliver mail
4. Scanning and/or shredding
5. Provide handouts and/or forms to customers
6. Maintain inventory
7. Provide handouts and/or forms to customers
8. Event preparation and support
9. Maintain knowledge of multiple programs

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 (on a limited basis)
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Working knowledge of general office procedures and practices
- Communication Skills (written and/or oral)

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects (on a limited basis)
- Lift objects weighing up to 20 lbs. (on a limited basis)
- Use computer for word processing