



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> KW00006	
<b>JOB TITLE:</b> Student Worker I, Administrative Specialist	College Work Study Position
<b>DEPARTMENT:</b> Career Services	<b>PAY:</b> 7.54 per/hr.
<b>CAMPUS:</b> LSC-Kingwood	<b>HOURS:</b> 19.5 per/wk.

### POSITION SUMMARY

Provide support to the Career Services Department. Will work with and assist diverse groups of students. This position will schedule appointments, answer basic questions, create and post flyers and other documents, maintain workshop attendance database, answer phone and email inquiries, and maintain the Career Closet Inventory. May interact one-on-one with students.

### PRIMARY RESPONSIBILITIES

1. Copying
2. Answering phones, taking messages, redirecting calls
3. Scanning and/or shredding
4. Provide general information related to the department
5. Send standardized department emails
6. Provide handouts and/or forms to customers
7. Collect and record data
8. Provide limited technology support to end users
9. Maintain and/or process records

### REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

### KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices

### USE OF EQUIPMENT AND MACHINERY

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