LONE STAR COLLEGE SYSTEM
COLLEGE WORK STUDY JOB DESCRIPTION

POSITION NUMBER: KW00010

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Student Worker I, Student Services Specialist</th>
<th>College Work Study Position</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Advising</td>
<td>PAY 8.65 per/hr.</td>
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<tr>
<td>CAMPUS:</td>
<td>LSC-Kingwood</td>
<td>HOURS: up to 19.5 hours per/wk.</td>
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POSITION SUMMARY

May interact one-on-one with students. Provide support to the Advising Department. Clerical duties to include filing, copying, answering the phone; collect and record data, maintain Excel spreadsheets for advising cohorts.

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. Send standardized department emails
8. Provide handouts and/or forms to customers
9. Prepare reports
10. Collect and record data

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITES

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