



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: KW00011	
JOB TITLE: Student Worker I, Administrative Specialist	College Work Study Position
DEPARTMENT: Math, Engineering, Education, and Student Success	PAY: 7.54 per/hr.
CAMPUS: LSC-Kingwood	HOURS: up to 19.5 hours per/wk.

POSITION SUMMARY

Will work with and assist diverse groups. Perform standard repetitive support duties for MEES Division's administrative and operation functions. Activities may include making copies, delivering documents and mail to staff, faculty, and other campus personnel; may also act as a receptionist and take messages.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Scanning and/or shredding
7. Provide general information related to the department
8. Provide handouts and/or forms to customers
9. Event preparation and support
10. Collect and record data

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

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

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing

