



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> KW 00012	
<b>JOB TITLE:</b> Student Worker II, Administrative Specialist	College Work Study Position
<b>DEPARTMENT:</b> Music	<b>PAY 8.74</b> per/hr.
<b>CAMPUS:</b> LSC-Kingwood	<b>HOURS:</b> up to 19.5 hours per/wk.

### POSITION SUMMARY

May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups. Will provide support to the Music Department by assisting in the preparation for performances/events including setting up, providing technical support, ushering and other needed services to patrons during performances/events; assist in the preparation of event programs, promotional materials, ticket sales, and receptions. Provide customer service to patrons requesting information and/or reservations via phone, email, and/or walk-ins.

### 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. Mail department information
9. Send standardized department emails
10. Provide handouts and/or forms to customers
11. Maintain inventory
12. Set up learning environment (such as labs, classrooms, etc.)
13. Check out equipment
14. Event preparation and support
15. Collect and record data
16. Maintain knowledge of multiple programs
17. Guided tours
18. Interpret regulations and policies

### REQUIRED QUALIFICATIONS

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

### KNOWLEDGE SKILLS AND ABILITIES

- Customer service

- Interpersonal skills
- Organizational skills
- Analytical and problem solving 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
- 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