



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

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| POSITION NUMBER: KW00019 | |
| JOB TITLE: Student Worker I, Administrative Specialist I | College Work Study Position |
| DEPARTMENT: Enrollment Services | PAY: 7.54 per/hr. |
| CAMPUS: LSC-Kingwood | HOURS: 19.5 hours per/wk. |

POSITION SUMMARY

This position will provide assistance to Enrollment Services regarding the graduation process. Duties to include: filing graduation applications, inputting information into the database, delivering course substitution documents to the academic department, helping research course descriptions for other institutions, labeling, and addressing postage. May interact one-on-one with students.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Mail department information
7. Event preparation and support
8. Collect and record data
9. Maintain and/or process records

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- 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

