



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: KW00020	
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 assist with International Admissions in the Student Enrollment Department. Duties to include: screening students to determine needs, filing documents and transcripts, creating folders, creating admission packets for prospective students, scanning international transcripts and purging old F-1 files. Will work with diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Scanning and/or shredding
4. Provide general information related to the department
5. Record maintenance, preparation and review of forms, data entry
6. Provide handouts and/or forms to customers
7. Maintain inventory
8. Event preparation and support
9. Collect and record data
10. Interpret regulations and policies
11. 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