



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER: KW00023</b>	
<b>JOB TITLE: Student Worker I, Library Specialist I</b>	College Work Study Position
<b>DEPARTMENT: Library</b>	<b>PAY: 7.54 per/hr.</b>
<b>CAMPUS: LSC-Kingwood</b>	<b>HOURS: 8 – 19.5 per/wk.</b>

### POSITION SUMMARY

This position will provide support to the Library and will be responsible for various duties such as: shelving library materials and pulling items when needed; ensure the Xerox and print machines are stocked with paper for students; pick up and deliver mail; ensure the library is kept neat; occasional dusting/sanitizing computer components and head phones; take statistics on incoming and used periodicals; and general office duties. May interact one-on-one with students.

### PRIMARY RESPONSIBILITIES

1. Copying
2. Pick up and deliver mail
3. Scanning and/or shredding
4. Provide general information related to the department
5. Maintain inventory
6. Set up learning environment (such as labs, classrooms, etc.)

### REQUIRED QUALIFICATIONS

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

### KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)

### 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