LONE STAR COLLEGE SYSTEM
COLLEGE WORK STUDY JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION NUMBER: KW00024</th>
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<tbody>
<tr>
<td>JOB TITLE: Student Worker I, Administrative Specialist I</td>
<td>College Work Study Position</td>
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<tr>
<td>DEPARTMENT: Science – Biology &amp; Physical Science</td>
<td>PAY: 8.65 per hr</td>
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<td>CAMPUS: LSC-Kingwood</td>
<td>HOURS: 10 – 15 hours per/wk.</td>
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POSITION SUMMARY

This position will provide support to the Biology and Physical Science Department in the preparation and maintenance of multiple science labs. Duties to include: cleaning glassware in labs; setting up and tearing down labs; maintaining inventory; assist in preparing routine chemicals; provide routine science lab support; and providing customer service to faculty. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

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

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)

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
- Use or repair small/light equipment such as power tools