



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> KW00027	
<b>JOB TITLE:</b> Student Worker II, Lab Specialist II	College Work Study Position
<b>DEPARTMENT:</b> Science Support Lab, Chemistry	<b>PAY:</b> 8.74 per/hr.
<b>CAMPUS:</b> LSC-Kingwood	<b>HOURS:</b> 8 to 19.5 per/wk.

### POSITION SUMMARY

This position supports the Science Department by assisting with the science labs. Duties to include: administrative tasks associated with attendance tracking and scheduling including data logging and analysis with Microsoft products; manage the front desk of the tutoring labs and assist with computer usage; provide limited technology support to end users; event preparation and support; collect, record data, and prepare reports; maintain and process records. 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. Record maintenance, preparation and review of forms, data entry
4. Event preparation and support
5. Prepare reports
6. Collect and record data
7. Maintain knowledge of multiple programs
8. Provide limited technology support to end users
9. Maintain and/or process records

### 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)
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

### USE OF EQUIPMENT AND MACHINERY

- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing

