



**LONE STAR COLLEGE SYSTEM  
COLLEGE WORK STUDY JOB DESCRIPTION**

**Financial Aid**

<b>POSITION NUMBER:</b> KW 00029	
<b>JOB TITLE:</b> Student Worker I, Administrative Specialist I	College Work Study Position
<b>DEPARTMENT:</b> FA Marketing – Office of Student Services - Systems Office at UP	<b>PAY:</b> 7.54 per/hr.
<b>CAMPUS:</b> LSC-Kingwood	<b>HOURS:</b> 15 - 20 per/wk.

**POSITION SUMMARY**

This position will support the Office of Student Services with marketing functions. Duties to include: event preparation and support; knowledge of multiple programs; providing handouts and/or forms to customers; research topics; and general office duties. Graphic design or video photography knowledge preferred. Will work with and assist diverse groups.

**PRIMARY RESPONSIBILITIES**

1. Filing
2. Copying
3. Scanning and/or shredding
4. Provide general information related to the department
5. Mail department information
6. Send standardized department emails
7. Provide handouts and/or forms to customers
8. Maintain inventory
9. Event preparation and support
10. Maintain knowledge of multiple programs
11. Interpret regulations and policies

**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)
- 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
- 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