



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: KW00030	
JOB TITLE: Student Worker II, Administrative Assistant	College Work Study Position
DEPARTMENT: Men's Department	PAY: 8.74 per/hr.
CAMPUS: LSC-Kingwood	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will require copying, faxing, and maintain inventory. Student must have strong communication skills for answering phones, taking messages and/or redirecting calls to appropriate department. Student will also be responsible for mailing departmental information, pick up, and deliver mail. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Copying
2. Faxing
3. Answering phones, taking messages, redirecting calls
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Record maintenance, preparation and review of forms, data entry
7. Mail department information
8. Send standardized department emails
9. Maintain inventory
10. Check out equipment
11. Collect and record data
12. Maintain knowledge of multiple programs
13. Guided tours
14. Maintain and/or process records
15. Event preparation and support

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

- Ability to sort, merge, and complete mass mailings
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Ability to multi-task

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20 lbs.
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing