



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: KW00032	
JOB TITLE: Student Worker II, OTS Specialist II	College Work Study Position
DEPARTMENT: Office of Technology Service	PAY: 8.74 per/hr.
CAMPUS: LSC-Kingwood	HOURS: 10-19.5 per/wk.

POSITION SUMMARY

Position is responsible for assisting with technology services in the class rooms and conference center. Must have knowledge of computer operating systems and audio/video. Duties will include: assisting with audio/video and computer issues in the classrooms and Student Conference Center. Will also instruct faculty on the use of the classroom technology and equipment. Required to provide high level information. May interact one-on-one with students. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Maintain inventory
2. Prepare reports
3. Event preparation and support
4. Maintain knowledge of multiple programs

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)
- Ability to multi-task

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