



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: MC00003	
JOB TITLE: Student Worker I, Student Life Specialist	College Work Study Position
DEPARTMENT: Student Life	PAY: 7.54 per/hr.
CAMPUS: LSC-Montgomery	HOURS: 19.5 per/wk.

POSITION SUMMARY

Provide support to the Student Life Department. Responsible for managing the front desk, which includes answering phone calls, assisting students, and responding to department emails. Required to check IDs, set-up, and clean up during events. Responsibilities will also include hanging up and taking down posters and flyers. May interact one-on-one with students. May work with a high volume of students. Will work with diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Coping
3. Answering phones, taking messages, redirecting calls
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Provide general information related to the department
7. Provide handouts and/or forms to customers
8. Maintain inventory (on a limited basis)
9. Check out equipment
10. Event Preparation and support
11. Collect and record data (on a limited basis)
12. Maintain knowledge of multiple programs

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 year experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service skills
- Interpersonal skills
- Organizational skills
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Communication Skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Ability to sort, merge, and complete mass mailings (on a limited basis)
- Ability to multi-task

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20lbs.
- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system