



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> MC00010R	
<b>JOB TITLE:</b> Student Worker II, Administrative Specialist	College Work Study Position
<b>DEPARTMENT:</b> TRAC Center	<b>PAY:</b> 8.74 per/hr.
<b>CAMPUS:</b> LSC-Montgomery	<b>HOURS:</b> 19.5 per/wk.

### POSITION SUMMARY

This position will support the TRAC Center Staff. Will provide front-desk services including greeting students, scheduling appointments, answering phones, etc. 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. Filing
2. Copying
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. Record maintenance, preparation and review of forms, data entry
8. Provide handouts and/or forms to customers
9. Maintain inventory
10. Event preparation and support
11. Collect and record data
12. Maintain knowledge of multiple programs
13. Provide limited technology support to end users
14. 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)
- 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)

## **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