



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: MC00014	
JOB TITLE: Student Worker II, Student Service Specialist	College Work Study Position
DEPARTMENT: Admissions	PAY: 8.74 per/hr.
CAMPUS: LSC-Montgomery	HOURS: up to 19.5 hrs. per/wk.

POSITION SUMMARY

Required to provide high level information. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups. Duties include checking paper supplies in computer; making sure admissions counter is fully stocked with necessary supplies and forms; assisting students with on-line application, transcript request and bacterial meningitis submissions. Provide students with general admission's information including placement testing, admission application, new student orientation and bacterial meningitis information.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Provide general information related to the department
7. Mail department information
8. Send standardized department emails
9. Provide handouts and/or forms to customers
10. Event preparation and support
11. Collect and record data
12. Interpret regulations and policies
13. 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
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Ability to sort, merge, and complete mass mailings
- Analytical and problem solving skills
- Ability to multi-task
- 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