# LONE STAR COLLEGE SYSTEM
## COLLEGE WORK STUDY JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION NUMBER:</th>
<th>MC00014</th>
<th>College Work Study Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB TITLE:</td>
<td>Student Worker II, Student Service Specialist</td>
<td>Pay: 9.95 per/hr.</td>
</tr>
<tr>
<td>DEPARTMENT:</td>
<td>Admissions</td>
<td>Hours: up to 19.5 hrs per/wk.</td>
</tr>
<tr>
<td>CAMPUS:</td>
<td>LSC-Montgomery</td>
<td></td>
</tr>
</tbody>
</table>

## 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 RESPONSIBILITES

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