



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

**Financial Aid**

<b>POSITION NUMBER:</b> MC00016	
<b>JOB TITLE:</b> Student Worker I, Administrative Specialist	College Work Study Position
<b>DEPARTMENT:</b> Orientation	<b>PAY:</b> 7.54 per/hr.
<b>CAMPUS:</b> LSC-Montgomery	<b>HOURS:</b> up to 19.5 hours per/wk.

**POSITION SUMMARY**

Will provide support to the department by performing clerical duties of data entry, copying, and shredding documents. Will help with the set-up and clean-up of orientation events and community service projects.

**PRIMARY RESPONSIBILITIES**

1. Copying
2. Answering phones, taking messages, redirecting calls
3. Scanning and/or shredding
4. Event preparation and support
5. Collect and record data
6. Guided tours

**REQUIRED QUALIFICATIONS**

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

**KNOWLEDGE SKILLS AND ABILITIES**

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- 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
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing

