



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: MC00017R	
JOB TITLE: Student Worker III, Maverick Leader	College Work Study Position
DEPARTMENT: Vice President of Student Success	PAY: 10.40 per/hr.
CAMPUS: LSC-Montgomery	HOURS: up to 19.5 per/wk.

POSITION SUMMARY

This position will report to the VP of Student Success. Job duties will include greeting everyone entering the building as well as the food pantry, maintaining the cleanliness and hygiene of the food pantry, monitoring shelves for expiration dates and restocking needs, filling out forms to track inventory, and preparing bags of staple foods. This position will also assist with campus events on and off site, provide campus tours to visitors, perform basic miscellaneous clerical duties, provide information and assistance regarding campus services. Required to provide high level information. May interact one-on-one with the community in a sensitive and discreet manner. May also interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Scanning and/or shredding
7. Provide general information related to the department
8. Record maintenance, preparation and review of forms, data entry
9. Mail department information
10. Send standardized department emails
11. Provide handouts and/or forms to customers
12. Maintain inventory
13. Check out equipment
14. Event preparation and support
15. Prepare reports
16. Collect and record data
17. Maintain knowledge of multiple programs
18. Provide limited technology support to end users
19. Guided tours
20. Interpret regulations and policies
21. 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