



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: MC00024	
JOB TITLE: Student Worker II, Administrative Specialist	College Work Study Position
DEPARTMENT: TEAM	PAY: 8.74 per/hr.
CAMPUS: LSC-Montgomery	HOURS: 15 – 19.5 per/wk.

POSITION SUMMARY

This position will provide administrative support to the office of the TEAM Division which is spread out among several different buildings and includes the Math, EDUC/FYE, Music, Dance, Drama, Arts, Humanities, and LET departments. Duties to include answering phones, directing students, assisting the department chairs, make counselor appointments, keep inventory, set-up/clean classrooms, assist adjunct faculty with copying, and with ISTAR related questions. 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.

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. Provide handouts and/or forms to customers
11. Maintain inventory
12. Set up learning environment (such as labs, classrooms, etc.)
13. Event preparation and support
14. Prepare reports
15. Collect and record data
16. Maintain knowledge of multiple programs
17. Provide limited technology support to end users
18. Tutor, ability to take lecture notes, act as scribe, and proof read
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.
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing