



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> MC00026	
<b>JOB TITLE:</b> Student Worker II, Administrative Specialist II	College Work Study Position
<b>DEPARTMENT:</b> Student Life	<b>PAY:</b> 8.74 per/hr.
<b>CAMPUS:</b> LSC-Montgomery	<b>HOURS:</b> up to 19.5 per/wk.

### POSITION SUMMARY

This position will provide support to the Student Life Department. Job duties to include managing front desk, assisting with special events, assisting other staff members, working with the department graphic designer in designing flyers and developing a marketing plan for special events. 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. Send standardized department emails
9. Provide handouts and/or forms to customers
10. Check out equipment
11. Event preparation and support
12. Maintain knowledge of multiple programs

### REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 2 years 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
- 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