



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

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| POSITION NUMBER: MC000029 | |
| JOB TITLE: Student Worker I, Financial Aid Specialist I | College Work Study Position |
| DEPARTMENT: Financial Aid | PAY: 7.54 per/hr. |
| CAMPUS: LSC-Montgomery | HOURS: 19.5 per/wk. |

POSITION SUMMARY

This position will provide support to the Financial Aid Department. Duties to include: provide general information regarding financial aid programs to students and parents; assist in verifying the accuracy of student applications for financial grants, scholarships, work-study programs, and loan programs; assist with Federal Student Loan Entrance/Exit Counseling Sessions or Orientations; assist in preparation of Federal, State, Institutional, and Private reports to donors or agencies; assist in identifying, clarifying, and resolving conflicting database matches from particular agency/organization by communicating with responsible student or agency. 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. Answering phones, taking messages, redirecting calls
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Provide handouts and/or forms to customers
9. Event preparation and support
10. Prepare reports
11. Maintain knowledge of multiple programs

REQUIRED QUALIFICATIONS

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