



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: MC00031	
JOB TITLE: Student Worker II, Administrative Specialist II	College Work Study Position
DEPARTMENT: Student Success – Disability Services	PAY: 8.74 per/hr.
CAMPUS: LSC-Montgomery	HOURS: up to 19.5 per/wk.

POSITION SUMMARY

This position will support Disability Services in the Student Success Department by performing task oriented duties while providing clerical, analytical, administrative, and or operational support. Duties to include assisting students with taking notes and dictation in classroom and testing environments. 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. Scanning and/or shredding
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Mail department information
9. Send standardized department emails
10. Provide handouts and/or forms to customers
11. Maintain inventory
12. Set up learning environment (such as labs, classrooms, etc.)
13. Check out equipment
14. Collect and record data
15. Maintain knowledge of multiple programs
16. Provide limited technology support to end users
17. Interpret regulations and policies
18. Maintain and/or process records

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year of related work experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- 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
- Use or repair small/light equipment such as power tools