



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: MC00039	
JOB TITLE: Student Worker I, Administrative Specialist I	College Work Study Position
DEPARTMENT: VP Executive Suite	PAY: 7.54 per/hr.
CAMPUS: LSC-Montgomery	HOURS: 8 – 12 hours per/wk.

POSITION SUMMARY

The position will provide assistance to the Administrative support team. Duties to include: being the initial point of contact to external and internal visitors; providing campus directions on request; providing back up coverage for the VP suite; keeping the work study desk area clean; making routine deliveries on campus; assisting with loading and unloading vehicles and storing shipments; serving/monitoring food; and assisting with duties in the VP Executive Suite and Building E as directed. 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. Event preparation and support

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year 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