



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

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| POSITION NUMBER: MC00045 | |
| JOB TITLE: Student Worker II, Administrative Specialist II | College Work Study Position |
| DEPARTMENT: Continuing Education | PAY: 8.74 per/hr. |
| CAMPUS: LSC-Montgomery | HOURS: 10 - 19 per/wk. |

POSITION SUMMARY

This position will provide departmental and staff support for the Continuing Education programs. Duties to include: answering phones; filing and making copies; assisting with special projects and events; providing limited technology support to end users; and collecting, recording, maintaining and/or processing data. 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. Provide general information related to the department
6. Provide handouts and/or forms to customers
7. Maintain inventory
8. Event preparation and support
9. Collect and record data
10. Maintain knowledge of multiple programs
11. Provide limited technology support to end users
12. Interpret regulations and policies
13. Maintain and/or process records

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- 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