



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: MC00046	
JOB TITLE: Student Worker III, FA Specialist III	College Work Study Position
DEPARTMENT: Financial Aid	PAY: 10.40 per/hr.
CAMPUS: LSC-Montgomery	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will provide support to the Financial Aid Department by performing specialized functions requiring knowledge and experience in a particular field, area, or department function. Typical duties may include information gathering, interpretation, and presentation of information in verbal or written form. Also provide advice and counsel in area of expertise. 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. Faxing
4. Scanning and/or shredding
5. Provide general information related to the department
6. Send standardized department emails
7. Provide handouts and/or forms to customers
8. Maintain inventory
9. Event preparation and support
10. Collect and record data
11. Maintain knowledge of multiple programs
12. Provide limited technology support to end users
13. Tutor, ability to take lecture notes, act as scribe, and proof read
14. Guided tours
15. Interpret regulations and policies
16. Maintain and/or process records

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year 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