



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: MC00055	
JOB TITLE: Student Worker I, Administrative Specialist	College Work Study Position
DEPARTMENT: Student Services	PAY: 7.54 per/hr.
CAMPUS: LSC-Montgomery	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position is located in the Maverick Assistance Center, Campus Tours. Primary duties include conducting group and individual tours for prospective students, new students and campus visitors. Student will participate in Calling Campaign and other Outreach initiatives such as welcome and assist new/current students with admissions and registration process, and direct students to campus services and programs. This position is fast paced and requires a high level of customer service. 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. Additional duties include: attend outreach events, contact students via email or text, and support Dual Credit efforts on high school campuses.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Scanning and/or shredding
5. Provide handouts and/or forms to customers
6. Event preparation and support
7. Maintain knowledge of multiple programs
8. Guided tours
9. Provide high level information
10. 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
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices

USE OF EQUIPMENT AND MACHINERY

- 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