POSITION NUMBER: MC00058

JOB TITLE: Student Worker III, College Work Study Position

DEPARTMENT: University Affairs
PAY: 11.44 per hr

CAMPUS: LSC-Montgomery
HOURS: 19 per/wk.

POSITION SUMMARY

This position will support Outreach and Recruitment for students and the community interested in continuing his/her education with partnering universities and Lone Star College. Responsible for communicating with students and community in person, by phone, and email. Duties include: collecting data, perform research needed for recruitment, attend Outreach events and follow-up with prospective students. Will prepare promotional items for events which may include set up and tear down. Required to provide high level information. May interact one-on-one with students. 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. 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. Event preparation and support
14. Prepare reports
15. Collect and record data
16. Maintain knowledge of multiple programs
17. Guided tours
18. Interpret regulations and policies
19. Maintain and/or process records

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 2 years 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
• 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.
• Standing for two or more hours
• Use small office equipment including copy machines or multi-line phone system
• Use computer for word processing