



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

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| POSITION NUMBER: MC00059 | |
| JOB TITLE: Student Worker I, | College Work Study Position |
| DEPARTMENT: Faculty Resource Center | PAY: 7.54 per/hr. |
| CAMPUS: LSC-Montgomery | HOURS: 10-19.5 per/wk. |

POSITION SUMMARY

This position will support the Faculty Resource Center by assisting with the daily routine functions. Provide customer service assistance to Faculty Resource Center customers. Will provide information regarding schedule, events, and other activities. Duties include: providing general information and record maintenance, preparation of forms and verification of information, data entry, and minor problem solving. May interact one on one with faculty to maintain supplies and resources, straightens materials and workspace areas, assist with setup and take down of events. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Pick up and deliver mail
5. Provide general information related to the department
6. Record maintenance, preparation and review of forms, data entry
7. Mail department information
8. Send standardized department emails
9. Provide handouts and/or forms to customers
10. Maintain inventory
11. Set up learning environment (such as labs, classrooms, etc.)
12. Check out equipment
13. Event preparation and support
14. Provide limited technology support to end users

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