



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> NH00001	
<b>JOB TITLE:</b> Student Worker I, Administrative Specialist	College Work Study Position
<b>DEPARTMENT:</b> Transfer Center	<b>PAY:</b> 7.54 per/hr.
<b>CAMPUS:</b> LSC-North Harris	<b>HOURS:</b> 19.5 per/wk.

### POSITION SUMMARY

Provide support to the Transfer Center staff. This position will sign students in and out of Accutrack and provide transfer literature to students. Will also provide assistance during campus events including transfer-related events, Senior Star visits, and Involvement Fairs. Assistance will consist of set-up/clean-up as needed. Will work with diverse groups. May interact one-on-one with students. May interact with a high volume of customers.

### PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Provide general information related to the department
5. Data entry
6. Send standardized department emails
7. Provide handouts and/or forms to customers
8. Event preparation and support
9. Interpreting regulations and policies (on a limited basis)

### REQUIRED QUALIFICATIONS

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

### KNOWLEDGE SKILLS AND ABILITIES

- Customer service skills
- Interpersonal skills
- Organizational skills
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Communication skills (written and/or oral)
- Analytical and problem solving skills
- Ability to multi-task

### 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