



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: NH00007	
JOB TITLE: Student Worker I, Transfer Center Specialist	College Work Study Position
DEPARTMENT: Transfer Center	PAY: 7.54 per/hr.
CAMPUS: LSC-North Harris	HOURS: up to 19.5 hours per/wk.

POSITION SUMMARY

May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups. Clerical duties include signing in/out of Accutrack, assist with campus sponsored events and transfer-related events; and provide students with transfer literature.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Provide general information related to the department
5. Record maintenance, preparation and review of forms, data entry
6. Send standardized department emails
7. Provide handouts and/or forms to customers
8. Set up learning environment (such as labs, classrooms, etc.)
9. Event preparation and support
10. Interpret regulations and policies

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
- 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