



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> NH00008R	
<b>JOB TITLE:</b> CWS- Student Assistant I, Administrative Specialist I	College Work Study Position
<b>DEPARTMENT:</b> Public Relations	<b>PAY:</b> \$8.65 per hr.
<b>CAMPUS:</b> LSC-North Harris	<b>HOURS:</b> per/wk.

### POSITION SUMMARY

This position will provide support to the Public Relations and Community Outreach division. Under general supervision, this position will work with social media posts and scheduling, stories for publications, proofreading, and additional communications and marketing assignments. Responsibilities also include general office duties and assisting with the Information Desk. 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.

### PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Provide handouts and/or forms to customers
5. Maintain inventory
6. Collect and record data

### REQUIRED QUALIFICATIONS

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

### KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal 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

- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing