



**LONE STAR COLLEGE SYSTEM
COLLEGE WORK STUDY JOB DESCRIPTION**

Financial Aid

POSITION NUMBER NH00013	
JOB TITLE: Student Worker I, Administrative Specialist	College Work Study Position
DEPARTMENT: Student Outreach and Recruitment	PAY: 8.74 per hour
CAMPUS: LSC-North Harris	HOURS: up to 19.5 hours per week

POSITION SUMMARY

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. Will provide support to the Learning Center and assist in customer service, preparing material for outreach events, front counter and phone duties, scanning documents, making copies, helping with inventory, database entry of perspective students, and keeping track of how many people come into the office. Responsible for locking cabinets and making sure the office is clean.

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. Provide handouts and/or forms to customers
10. Maintain inventory
11. Check out equipment
12. Event preparation and support
13. Prepare reports
14. Collect and record data
15. Maintain knowledge of multiple programs
16. Guided tours
17. Interpret regulations and policies
18. Maintain and/or process records

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year 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