



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> NH00018	
<b>JOB TITLE:</b> Student Worker I, Trio Specialist	College Work Study Position
<b>DEPARTMENT:</b> Trio Student Support Services	<b>PAY:</b> 7.54 per/hr.
<b>CAMPUS:</b> LSC-North Harris	<b>HOURS:</b> 10 - 15per/wk.

### POSITION SUMMARY

This position will support the Trio Student Support Services Department including answering the phones, making copies, and assisting full-time staff. Will work with and assist diverse groups.

### 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. Send standardized department emails
9. Provide handouts and/or forms to customers
10. Event preparation and support
11. 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
- Working knowledge of general office procedures and practices

### 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