



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

| | |
|---|-----------------------------|
| POSITION NUMBER: NH00024 | |
| JOB TITLE: Student Worker I, Administrative Specialist I | College Work Study Position |
| DEPARTMENT: Admissions | PAY: 7.54 per/hr. |
| CAMPUS: LSC-North Harris | HOURS: 19.5 per/wk. |

POSITION SUMMARY

This position will support the Admissions Department. Duties to include assisting at the front desk, filing, shredding, answering phones, picking up mail, assisting students with the computers, and providing customer service to all students and guests both in person and via phone. 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. 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 knowledge of multiple programs
11. Provide limited technology support to end users
12. Maintain and/or process records

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
- Ability to sort, merge, and complete mass mailings
- 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