



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> NH00026	
<b>JOB TITLE:</b> Student Worker I, Administrative Specialist I	College Work Study Position
<b>DEPARTMENT:</b> Student Outreach and Recruitment	<b>PAY:</b> 7.54 per/hr.
<b>CAMPUS:</b> LSC-North Harris	<b>HOURS:</b> 19.5 per/wk.

### POSITION SUMMARY

This position will support the Student Outreach and Recruitment Department. Duties to include greeting people as they come in and out, assist students and guests, answer phones, cover the front counter, help prepare material for outreach events, track the number of people/students entering the office, help with large event preparation, setup, and participation, make sure the office is clean, and competing daily tasks. 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. Copying
2. Faxing
3. Answering phones, taking messages, redirecting calls
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Provide handouts and/or forms to customers
7. Event preparation and support
8. Collect and record data

### REQUIRED QUALIFICATIONS

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

### KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- 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

