



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: NH00033	
JOB TITLE: Student Worker I, Administrative Specialist I	College Work Study Position
DEPARTMENT: Financial Aid; YMCA (family literacy)	PAY: 7.54 per/hr.
CAMPUS: LSC-North Harris	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will support the financial aid department and also provide family literacy to the campus YMCA. Duties to include: become familiar with the financial aid rules and regulations; provide customer service to students and parents; communicate and consult with financial aid advisors on any questions; assist students with multiple online processes; organize and maintain the filing and scanning system; attend on and off campus school related events; and interact with the campus YMCA by providing weekly reading time with children of different age groups. 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. Faxing
4. Provide general information related to the department
5. Provide handouts and/or forms to customers
6. Collect and record data
7. Interact and read to children at the campus YMCA
8. Interpret regulations and policies
9. 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
- 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