



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> NH00040	
<b>JOB TITLE:</b> Student Worker I, Administrative I	College Work Study Position
<b>DEPARTMENT:</b> Massage Therapy	<b>PAY:</b> 7.54 per/hr.
<b>CAMPUS:</b> LSC-North Harris	<b>HOURS:</b> 19.5 per/wk.

### POSITION SUMMARY

Duties include checking clients in and out during internship. May interact one-on-one with students. May interact with a high volume of customers.

### PRIMARY RESPONSIBILITIES

1. Filing
2. Answering phones, taking messages, redirecting calls
3. Provide handouts and/or forms to customers
4. Answering phones, taking messages, redirecting calls

### 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

- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing