



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: NH00042	
JOB TITLE: Student Worker I,	College Work Study Position
DEPARTMENT: Chemistry	PAY: 7.54 per/hr.
CAMPUS: LSC-North Harris	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will perform general Chemistry Lab duties that include: washing lab utensils, filling lab bottles, labeling lab supplies, and setting up lab and classroom. Administrative duties include: gathering and recording lab data.

PRIMARY RESPONSIBILITIES

1. Record maintenance, preparation and review of forms, data entry
2. Set up learning environment (such as labs, classrooms, etc.)
3. Check out equipment
4. Collect and record data
5. Interpret regulations and policies
6. Maintain and/or process records

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Interpersonal skills
- Organizational skills
- Communication skills (written and/or oral)

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