



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: NH00048	
JOB TITLE: Student Worker II,	College Work Study Position
DEPARTMENT: Office of the Vice President of Instruction	PAY: 8.74 per/hr.
CAMPUS: LSC-North Harris	HOURS: 19.5 per/wk.

POSITION SUMMARY

The Student Worker III will perform clerical duties for the Office of the Vice President of Instruction. These duties include, but are not limited to answering routine questions and inquiries to visitors, operating office equipment, making copies, and retrieving, sorting, and distributing mail. The position may track and report office concerns. The position job responsibilities and duties are routine. 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. Mail department information
10. Send standardized department emails
11. Provide handouts and/or forms to customers
12. Maintain inventory
13. Set up learning environment (such as labs, classrooms, etc.)
14. Check out equipment
15. Event preparation and support
16. Prepare reports
17. Collect and record data
18. Tutor, ability to take lecture notes, act as scribe, and proof read
19. Guided tours
20. Maintain and/or process records
21. May assemble bags and hand-outs
22. Assists with set-up of venues for meetings, retreats, and/or workshops

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 2 years of related work 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.
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing