



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> NH00049R	
<b>JOB TITLE:</b> CWS- Student Assistant II, Administrative Specialist II	College Work Study Position
<b>DEPARTMENT:</b> Public Relations	<b>PAY:</b> \$9.95 per hr.
<b>CAMPUS:</b> LSC-North Harris	<b>HOURS:</b> up to 19 per/wk.

### POSITION SUMMARY

This position will support the Public Relations and Community Outreach division. Under general supervision, this position will work with communications, events, and the office administrator. Communication assignments include social media posts and scheduling, stories for publications, proofreading, additional communications and marketing assignments. Responsibilities will also include assisting at the Information Desk along with general office duties; assisting with special events, including preparing, decorating, executing, and reviewing events; and assisting at the Information Desk along with general office duties. 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. Answering phones, taking messages, redirecting calls
2. Provide general information related to the department
3. Maintain inventory
4. Event preparation and support
5. Collect and record data
6. 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)
- Ability to multi-task

### 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