



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: OC00010	
JOB TITLE: Administrative Assistant	College Work Study Position
DEPARTMENT: Harris County Public Health – Office of Financial & Support Services.	PAY: \$15.00 per/hr.
CAMPUS: LSC-CyFair	HOURS: 20 per/wk.

POSITION SUMMARY

Under general supervision this position is responsible for providing administrative support to the department Executive Assistant. Candidates must possess the ability to multi-task and handle high stress situations. Intermediate Microsoft Outlook, Word, Excel, and PowerPoint skills preferred. Typing Skills 30-40 WPM. Candidates will be responsible for the individual and group travel arrangements for community outreach events. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Send standardized department emails
9. Event preparation and support
10. Assist with community outreach

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 3 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
- Ability to sort, merge, and complete mass mailings
- 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