



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> OC00011	
<b>JOB TITLE:</b> Office Administrative Assistant	College Work Study Position
<b>DEPARTMENT:</b> Data Warehouse Department/ Office of Science, Surveillance, & Technology	<b>PAY:</b> \$15.00 per/hr.
<b>CAMPUS:</b> LSC-CyFair	<b>HOURS:</b> 40 per/wk.

### POSITION SUMMARY

Under general supervision this position is responsible for providing general enrollment process information over the phone. This position provides advice and information to others. Assist the Data Warehouse Team (DWT) with HIPPA compliance forms and other administrative tasks for 3 months. After completion of the assignment with DWT then the student will assist the Office of Financial & Support Services by working with volunteer and intern candidate application, forms, files and complete expense reports. Additional duties will include weekend outreach events. This assignment will last until the end of the year. Will work with and assist diverse groups.

### PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Scanning and/or shredding
5. Provide general information related to the department
6. Record maintenance, preparation and review of forms, data entry
7. Send standardized department emails
8. Provide handouts and/or forms to customers
9. Prepare reports
10. Collect and record data
11. Maintain and/or process records
12. Assists with weekend outreach events

### 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