



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> OC00012	
<b>JOB TITLE:</b> Administrative Assistant	College Work Study Position
<b>DEPARTMENT:</b> Harris County Public Health – Office of Financial & Support Services.	<b>PAY:</b> \$15.00 per/hr.
<b>CAMPUS:</b> LSC-CyFair	<b>HOURS:</b> 20 per/wk.

### POSITION SUMMARY

Under general supervision this position is responsible for providing administrative support to the Volunteer and Intern Program Coordinator and Human Resource Department. Candidates must possess the ability to multi-task and handle high stress situations and learn VSysOne Software. Intermediate Microsoft Outlook, Word, Excel, and PowerPoint skills preferred. Typing Skills 30-40 WPM. Candidates will be responsible for handling confidential employee information and will be required to complete an Ethics, HIPPA, and Health Equity trainings. Will work with and assist diverse groups. Will interact one on one with students.

### Prior to being hired Candidate must:

- Visit HCPH website prior to interview:[hcphtx.org](http://hcphtx.org)
- Have general working knowledge about HCPH prior to hiring.

### 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. Event preparation and support
15. Maintain knowledge of multiple programs
16. Maintain and/or process records

### REQUIRED QUALIFICATIONS

- 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