



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: SO00016	
JOB TITLE: Student Worker II,	College Work Study Position
DEPARTMENT: Job Location and Development	PAY: 8.74 per/hr.
CAMPUS: LSC-System Office	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position is an Assistant to the Executive Director of Job Location and Development. Primary responsibility is to act as the student liaison to promote Job Development services provided at various Lone Star College campuses. Duties include: prepare career fair packets, respond to department inquiries, and conducting surveys, as well as other tracking methods associated with communicating services provided by Job Development. Additional duties include copying career fair materials, scanning, and mailing. May interact with a high volume of customers. 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. Provide handouts and/or forms to customers
9. Event preparation and support
10. Collect and record data

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
- Ability to sort, merge, and complete mass mailings
- 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 computer for word processing