



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: SO0003	
JOB TITLE: Student Worker I, Administrative Specialist I	College Work Study Position
DEPARTMENT: Veterans Affairs Center –Systems Office	PAY: 7.54 per/hr.
CAMPUS: LSC-University Park	HOURS: 19.5 to 25 per/wk.

POSITION SUMMARY

This position will support the Veterans Affairs Center by performing general office duties. These duties include: answering phone calls and returning missed calls; emails; filing, scanning, copying and faxing documentation; and assisting students face-to-face and on the phone with Veterans benefit questions. May interact one-on-one with students. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Scanning and/or shredding
6. Provide general information related to the department
7. Send standardized department emails
8. Provide handouts and/or forms to customers
9. Event preparation and support
10. Maintain knowledge of multiple programs

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Communication skills (written and/or oral)
- 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